



## **Fire Evacuation Procedures**

**Call Emergency Services 911 or Fort Myers Fire Department 239-321-7311**

The fire alarm is not monitored by the fire department. The department will not respond unless alerted. Please follow the below procedures when the alarm sounds.

### **Evacuate Immediately**

- Fire alarm pull stations and fire extinguishers are located in the floor hallways.
- Fire alarm pull stations are also located in the lobbies/entrance areas of each building.
- Fire extinguishers are also located on the exterior walls of the buildings' entrances including beside the trash dumpster rooms.
- If you discover the fire, locate the nearest fire alarm pull station and pull down as indicated.

### **Call The Fire Department**

- Alert other unit occupants on your floor. Check to determine if anyone on your floor requires assistance.
- Check to determine if anyone on your floor requires assistance.
- Ensure your and others safe evacuation.
- Proceed to the nearest stairwell, down the stairs and exit the building immediately.
- Make certain that all units and stairwell doors are closed behind you.
- Do not leave the stairwell unless to exit the building or instructed by fire officials.

### **Do Not Use The Elevators**

- Do not go to the roof.
- Proceed to the picnic tables/grills area.
- Once outside the building, take note of residents who are not present.
- Contact absent persons by phone.
- Do not re-enter the building.
- Send someone to the gate to be certain the fire department can enter as quickly as possible.
- Upon arrival, inform the fire department that certain residents may still be in the building.
- Until the "all clear" has been given by the fire department do not re-enter the building.
- Be aware that the elevators may need to be reset and may not be functioning.

### **Fire Drills**

- All fire drills are treated as real fires and maybe held without prior warning.
- Please follow the above procedures when the alarm sounds for a fire drill.

### **Unit Damage**

- Check for smoke, water or fire damage.
- Prepare a detailed list and take photos of personal property items that are damaged.
- Call your insurance company and report the damage.
- Report any damage immediately to management. Include your insurance company contact information.
- Management will work with your insurance company to ensure all claims are processed efficiently.