

EMERGENCY PROCEDURES & GENERAL INFORMATION

**** ANYONE NEEDING ASSISTANCE DURING AN EVACUATION SUCH AS FIRE, NOTIFY THE MANAGEMENT OFFICE FOR YOUR NAME TO BE PLACED ON THE “EVACUATION – NEEDS ASSISTANCE” LIST. THIS IS POSTED ON THE ALARM PANEL FOR FIRST RESPONDERS’.**

GENERAL

For all types of emergencies in an individual unit which require service (e.g. plumbing, electrical or air conditioning), Unit Owners or Lessees/Renters must call the appropriate service company or personnel. In an unoccupied unit, association employees are instructed to take actions that are necessary to mitigate further damage. Cost, additional repair, clean up and arranging for service is the responsibility of the Unit Owner.

FIRE SPRINKLER SYSTEM / WATER LOSS

EMERGENCY SHUT-OFF VALVES

- ✓ Water supplying fire sprinklers in all units is supplied through a piping system. If a sprinkler head gets damaged and starts spraying water, you can stop further water damage from occurring. Two shut-off valves are located in each exit stairwell. There is a 2' step ladder located in the stairwells to facilitate reaching the valves. First turn the valve tagged #1 to the “off” position and then turn #2 all the way right. (remember: valve #1 “righty tighty”; valve #2 “lefty lucy”)
- ✓ FAMILIARIZE YOURSELF WITH THIS LOCATION TO ACCELERATE SHUTTING THE WATER OFF IN THE EVENT OF AN ACCIDENTAL RELEASE OF WATER FROM A SPRINKLER HEAD OR A SPRINKLER PIPE BREAKS.
- ✓ NOTIFY SECURITY 772-229-4041
- ✓ This emergency procedure is shown to all new owners in addition to an annual refresher course held every year for all owners.
- ✓ Never hang anything from a sprinkler head.

FIRE ALARM – WHEN AN ALARM SOUNDS

SOUNDS ON THREE FLOORS



Owners are to inform guests of the fire alarm equipment and procedures. If a Regency fire alarm goes off, the alarm WILL NOT SOUND ON ALL FLOORS. The fire alarm is programmed to sound on the floor where the trouble originates, in addition to the floor above and floor below. When the Fire Department arrives and deems it necessary to sound the alarm on additional floors, they will do so.

ALL CLEAR / FALSE ALARM

When the fire department responds, they deem if there is an actual fire or if the alarm was triggered by another source. When the alarm is silenced by the fire department, you will know there is not an emergency or evacuation required.

USE STAIRWELLS – NOT ELEVATORS

- A list of Residents who may need assistance in the event of an evacuation, is maintained and posted on the alarm panel in each building. It is continually updated with current information communicated to the office.
- DO NOT USE THE ELEVATOR IF A FIRE ALARM SOUNDS IN YOUR TOWER. Fire Service automatically sends the elevators to the first floor to await the arrival of the Fire Department. In Fire Service mode the elevator will not respond to any pushed buttons. ALL RESIDENTS SHOULD USE THE STAIRWELL OR ALTERNATE EMERGENCY EXITS which are the west crossover balconies. (see section below entitled “ALTERNATE EMERGENCY EXIT”). Close all doors, sliding glass doors and windows. Evacuate your unit by using the stairwell or the west crossover balcony on your floor (ALTERNATE EMERGENCY EXIT).
- STAIRWELL EXIT: If you use the stairwell, STAY CALM. You are in a safe area. Take your time descending the stairs. Stairwell exhaust fans will disperse smoke to the outdoors. The stair wells lead to the main lobby or garage lobby level.
- ALTERNATE EMERGENCY EXIT (WEST BALCONIES): In the event of a

fire alarm, these doors automatically release for passage to the other tower. The alternate emergency exit is located across from the elevator and the exit route is across the balconies on the west side of each building. **NOTE:** It is against fire code to obstruct free passage by placing furniture, plants or any item on or within those areas. Per fire code, there must be a 44" clearance for the cross-over doors to safely open.

- Once you have exited the building, you will be given instructions as to when it is safe to re-enter the building and return to your unit.

IF AN ELEVATOR MALFUNCTIONS

If the elevator breaks down in your tower, rather than walk down the stairwells, the west balconies can be used to access the elevator in the other tower in your building. Directions to access the alarmed door(s) are as follows:

- ❑ **ALTERNATE EMERGENCY EXIT DOORS:** The alternate emergency exit door across from the elevator can be accessed by pushing down the handle & applying 15 seconds of pressure before it will open. There are three (3) doors on the west balcony area of each floor. The door will beep during this time. When the door releases, it causes an alarm to sound. Do not concern yourself with the alarm, continue the same procedure until you reach the elevator lobby.

WATER LEAKS

- ◆ **PLUMBING:** If you have a plumbing leak, immediately turn off the main water valve in the laundry room & call the office. (see location of shut-off valves below)
- ◆ **AIR HANDLERS:** If the carpet outside of your unit is wet, it most likely is coming from the air handler closet. Notify the Management Office, or

after hours call Security. Turn off your air conditioner.

- 💧 **WATER HEATERS:** If you notice moisture in the pan at the bottom of your water heater, immediately notify the office or Security (after hours). Also, check the top of the tank for water around the area where pipes go into the tank.

LOCATION OF WATER SHUT-OFF VALVES

WHEN THE UNIT IS TO BE UNOCCUPIED FOR MORE THAN 24 HOURS, THE MAIN WATER VALVE MUST BE TURNED OFF. (This is located in the laundry room).

- To minimize water leak damage in an apartment, several shut off valves are located within each Unit. They are located under kitchen and bathroom sinks; behind toilet bowls; at the top of water heaters; and behind clothes washers.

PREVENTION & PRECAUTIONARY TIPS

- ✓ Do not leave your unit with a washing machine or dishwasher running.
- ✓ Look at your fire sprinkler heads for any sign of water dripping. Also, notify the office if the circular part of the head has turned green (not the separate plate around the head).
- ✓ Check the area around your hot water heater for any evidence of leaks.
- ✓ After flushing the commode, wait for the water to stop running before leaving the rest room.
- ✓ Periodically check the floor behind your commode(s) for evidence of water on the floor.
- ✓ Check the tile grout lines around your commode. If they appear darker around the base of the commode, you may have a leaky wax seal.

- ✓ In addition, check beneath your sinks and make certain the pipes are dry.
- ✓ Notice tile grout lines in your shower. If there is any grout missing it leaves an opening for water to not only leak into the unit below but it will also damage the wallboard your tile is mounted on.
- ✓ Look behind your refrigerator to be certain your ice maker supply line isn't leaking.
- ✓ Check around your washing machine to see if there are any puddles or evidence of water.

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