

# Mutual 19-B Fire or Emergency Plan

4/8/13

Mutual 19-B has established a Mutual Readiness/Emergency Preparedness Committee. Each of our seven buildings will have a Lead Emergency Assistant and a Floor Emergency Assistant for each of the three floors. The names of these Assistants will be posted and maintained on the Building Bulletin Board located in the mailbox area. Be sure your Building Representative has appropriate and current information about your emergency contacts (copy of form attached).

## **IN THE EVENT OF FIRE OR OTHER BUILDING EMERGENCY:**

1. **PULL THE FIRE ALARM ON YOUR FLOOR** (located near stairwells, elevators and the main entrance). This alarm lets your fellow residents know that there is an emergency. **IT DOES NOT ALERT THE FIRE DEPARTMENT.**
2. **GET OUT OF THE BUILDING.** You can not use the elevators. If you are unable to use the stairs, remain in your apartment and await help from the rescue personnel. Be sure to unlock your entry door so rescuers can get in. **DO NOT WAIT ON THE BALCONY UNLESS ABSOLUTELY NECESSARY.** If the fire is in your apartment, evacuate your unit and wait in the apartment of a neighbor. Be sure your Floor Assistant knows where you will wait. If you live with or care for someone who cannot evacuate without help, remain with that person until emergency personnel arrive. Be sure your Floor Assistant knows you will be staying.
3. Once out of the building, call 911 and then call the MAIN GATE (301-598-1044). **BE SURE TO GIVE THE COMPLETE BUILDING ADDRESS AND APARTMENT NUMBER TO THE 911 OPERATOR and the MAIN GATE.**
4. When you get out of the building, meet your fellow building residents at your designated meeting location so that one of the Assistants can determine who is out of the building and who will need help to evacuate and convey that information to Emergency Personnel.

Building 88 residents – meet in the Lobby area of Building 92 (15301 Beaverbrook Ct.)

Building 89 residents – meet in the Lobby area of building 90 (15311 Beaverbrook Ct.)

Building 90 residents – meet in the Lobby area of building 89 (15310 Beaverbrook Ct.)

Building 91 residents – meet in the Lobby area of Building 93 (15201 Elkridge Way)

Building 92 residents – meet in the Lobby area of Building 88 (15300 Beaverbrook Ct.)

Building 93 residents – meet in the Lobby area of Building 94 (15211 Elkridge Way)

Building 94 residents – meet in the Lobby area of Building 93 15201 Elkridge Way)

5. Follow all instructions from Emergency Personnel or Leisure World Security staff. If you leave the area, be sure to let a Floor Assistant know you are leaving and where you will be.

IN THE EVENT OF A TORNADO:

GO TO THE FIRST FLOOR OF YOUR BUILDING, AWAY FROM THE ENTRY AREA AND ANY WINDOWS.

Radio broadcasts from NOAA (National Oceanic and Atmospheric Administration) can be heard on simple AM/FM radios, including those that are battery or hand-crank operated. Remain in the protected area until NOAA broadcasts indicate the danger has passed.

If possible, bring a folding chair with you to the area.

Attached is the "Leisure World Emergency Preparedness Plan" for your further information and assistance in preparing for and dealing with emergencies.