

FIRE EVACUATION PLAN

LATTA PAVILION CONDOMINIUMS

1320 FILLMORE AVE.

CHARLOTTE, NORTH CAROLINA

NOVEMBER 2002

PURPOSE

The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the condominiums/apartments by its occupants in case of fire or other emergency.

OBJECTIVES

- a. The primary objective of this plan is to minimize and/or prevent injury and property damage of the building.
- b. The secondary objective is to provide proper education as part of the continuing training program for all occupants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Fire Safety plan will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition.

EQUIPMENT INFORMATION

The design of our building incorporates the following features to insure maximum fire and life safety.

- a. Automatic smoke detection system: All floors have ceiling mounted smoke detectors. One ceiling mounted smoke detector is located in each apartment. The smoke detectors in the individual condominium units do not sound a general alarm when activated. They only sound a local alarm within that particular unit. The corridors have ceiling mounted smoke detectors. There is one ceiling mounted smoke detector in each of the three emergency exit stairwells.

- b. Heat Sensors are located in the storage/utility rooms.
- c. Three Manual Fire Alarm Pull Stations are located on the walls in each hallway and one in each stairwell.
- d. An emergency generator or battery pack powered lighting system will provide electrical power sufficient for evacuation purposes.
- e. Fire extinguishers (10 pound ABC Multipurpose, Dry Chemical) are conspicuously located throughout the building.
- f. All emergency exits are marked with illuminated EXIT signs. Stair towers are located #1 _____ #2 _____ #3 _____
- g. The Standpipe valve is located in the center emergency stairwell # 2 (Scott Ave).
- h. An automatic sprinkler system located throughout the building, monitored by a U.L. approved Central Station
- j. Key box on outside of building for fire department entry. Keys to be provided are: Grand Master/Master; Fire Alarm Panel; Fire Alarm Pull Station; Elevator Recall; Special Locks

FIRE SAFETY ORGANIZATION

To effectively implement the provisions of this Fire Safety and Emergency Evacuation Plan, a Fire Safety Organization for the building will be established and staffed as follows:

FIRE SAFETY DIRECTOR:

FIRE WARDEN:

DEPUTY FIRE WARDENS:

PERSONS TO CALL 911:

FIRE SAFETY DIRECTOR

The Fire Safety Director shall be an individual who spends the majority of the workweek in the building and is knowledgeable of its operation. The Director's duties will include, but not be limited to the following:

- a. Be thoroughly versed with this Fire Safety and Emergency Evacuation Plan. Periodically review the plan to insure that it is current, and incorporates all administrative, technical and operational changes.
- b. Insure that Fire Wardens and Deputy Wardens are assigned for each floor.
- c. Conduct fire drills.
- d. Maintain a current list of persons with disabilities and their location. Persons with a known condition should be included in the list.

FIRE WARDENS AND DEPUTY FIRE WARDENS

Each floor of the building will be under the direction of a designated Fire Warden for the evacuation of occupants in the event of a fire. He will be assisted by Deputy Fire Wardens. A deputy warden will be assigned to each floor. In the absence of the Fire Warden, one of the Deputy Wardens will assume the Warden's responsibility.

Regularly the wardens and the deputy wardens will inspect to determine that all fire doors are maintained in the closed position and that no doors are obstructed or inoperable. They will also be knowledgeable of all other equipment related to fire protection.

Each fire warden will review and study the floor plan of the building. The occupants will then be instructed to exit via the nearest outside door entrance/exit or stairwell

Fire Wardens shall have available a current list of persons with disabilities for their respective floors. Those persons who cannot access evacuation corridors will be reported to fire department upon arrival. A list of persons with disabilities should be kept at the Fire Alarm Panel for access by the fire department.

PERSON TO CALL 911

Each building needs several people assigned to call 911 in an emergency. Upon discovery of a fire or an emergency or upon sounding of fire alarm, 911 should be called **immediately**.

Unit Evacuation Directions:

1st Floor

Units 100 through 110 exit via Kenilworth Ave. and proceed to Harris Teeter parking lot.

Units 111 through 136 exit via Fillmore St. and proceed to Harris Teeter parking lot.

Units 137 through 145 exit via Scott Ave and proceed to Starbucks parking lot.

3rd Floor

Units 300 through 307 & 313, 314, 316 exit via stairwell 1 to Kenilworth Ave & proceed to Harris Teeter parking lot.

Units 308 through 312 & 318 through 322 exit stairwell 2 to Fillmore St. & proceed to Harris Teeter parking lot.

Units 313 through 316 & 323 through 329-exit stairwell 3 to Scott Ave. & proceeds to Starbucks parking lot.

4th Floor

Units 400 through 407 & 413, 414, 416 exit via stairwell 1 to Kenilworth Ave. & proceed to Harris Teeter parking lot.

Units 408 through 412 & 418 through 422 exit stairwell 2 to Fillmore Ave & proceed to Harris Teeter parking lot.

Units 414 through 416 & 423 through 429 exit stairwell 3 to Scott Ave. & proceed to Starbucks parking lot.

5th Floor

Units 500, 501 & 508 exit via stairwell 1 to Kenilworth Ave. & proceed to Harris Teeter parking lot.

Units 503, 504, 505, 506, 510, 511, 512, 513 exit via stairwell 2 to Fillmore St. & proceed to Harris Teeter parking lot.

Units 508, 515 & 516 via stairwell 3 to Scott Ave. & proceed to Starbucks parking lot.

EMERGENCY EVACUATION PROCEDURES

In case of fire, the Warden or Deputy Warden will first insure that the fire alarm has been activated and the Charlotte Fire Department has been contacted. (Dial 911) (Give your name, name of apartment/condo, address, location of fire).

Upon sounding the fire alarm horns, deputy wardens will immediately begin evacuating occupants to the nearest fire exit or stairwell to the outside assembly area. **NEVER SILENCE OR RESET THE FIRE ALARM SYSTEM UNTIL PERMISSION IS GIVEN BY FIRE DEPARTMENT.**

While the occupants are moving toward the exits, the fire warden or his/her replacement will search the entire floor to insure that all persons are evacuating via the building exit/entrances or stairwells.

All occupants must proceed in an orderly fashion to the exits. Remember that some persons may require assistance due to a disability.

All evacuees will proceed directly to the designated assembly area located at least 100 feet from building. Wardens and deputy wardens will be responsible for directing all evacuees to this location. All persons should be accounted for at this time and any missing persons reported to the fire department. **NO PERSONS WILL RE-ENTER THE BUILDING UNTIL PERMISSION IS GIVEN BY FIRE DEPARTMENT**. A designated person will meet the fire department with keys to the building and information on status of emergency and or evacuation.

RESIDENT RESPONSIBILITIES:

It is the responsibility of residents who may require special assistance during evacuation to notify their floor warden about this requirement before an emergency situation occurs.

Residents who are ill or unable to walk out of the building should stay in their apartments or move to their patios if it is safe to do so. In the event of a fire or other emergency, the Charlotte Fire Department will make the proper rescue decisions. These residents should also dial 911 and report their location.

Upon hearing the fire alarm, residents should feel the door leading from your apartment to the hallway with the back of your hand. If the door is NOT "HOT", open it slowly and look down the hallway for evidence of smoke or fire. If residents open the hallway door and encounter smoke or fire, they should proceed to the exit stairway on the opposite end of the hallway away from the smoke or fire and evacuate down if it is safe to do so.

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When leaving your apartment to evacuate, leave your door closed but unlocked so it will be easy to determine that the apartment has been vacated.

If residents encounter smoke or fire between their apartment and their exit stairway, they may use the alternate stairway. If this is not possible or practical, they may return to their apartment, keeping their apartment door closed, and call 911. These persons should also tie a sheet or towel to their balcony rail to indicated a need for assistance. Remain calm, help is on the way.

If your door leading into the hallway is "HOT", **DO NOT OPEN IT**. The fire may be on the other side. Instead call 911 to report your situation and remain calm. You may stuff

towels or sheets under the crack of the door to prevent smoke from coming in. Close as many doors as possible between you and the fire. Go to your balcony and tie a sheet or towel to the balcony rail to indicate a need for assistance.

REMEMBER, DO NOT ATTEMPT TO USE THE ELEVATORS, but move to the nearest stairway and exit.

REVIEW:

Here are steps to follow in the event you discover a fire or smell smoke:

1. Do not panic – remain calm.
 2. If you discover a fire or smell smoke, leave your apartment at once and close (but not lock) the door to contain the blaze or smoke.
 3. Pull one of the fire alarm manual pull stations located at the end of each hallway. This will sound an alarm on all floors throughout the building.
 4. Call the Charlotte Fire Department (911) from a safe location. Give your name, location address with apt. #, and situation of known.
 5. Follow procedures outlined in this plan for evacuation.
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If You Discover a Fire, or See or Smell Smoke - RACE

- R-** **Rescue** persons in immediate danger if you can safely do so.
- A-** **Activate** fire alarms by pulling the nearest fire alarm pull station and call the fire department at 9-1-1.
- C-** **Contain** fire and smoke by closing as many doors to the fire area as possible.
- E-** **Evacuate** immediately all persons to the assembly area, **Extinguish** with portable fire extinguisher only if the evacuation has already begun, the fire department has already been called, you do not put yourself or anyone else in danger, the fire is very small and contained, and you have been trained on how to operate a fire extinguisher.

Fire evacuation drills will be conducted as needed or required by fire code as a continuing part of the fire safety education program for the building. All personnel occupying the building will participate in the drills.

Details of drills and evaluation of their effectiveness will be maintained on record by the Fire Safety Director. This information will be available for examination by the Charlotte Fire Department as requested.

All drills begin with the sounding of the alarm horns on the floor having the drill.

Please notify the Charlotte Fire Department Communications Center before and after your drill at 336-2441.

Training will be done to familiarize staff and occupants on procedures outlined in this plan on a regular basis.