



The Gleason's Fire Emergency Plan

1. Sprinkler System, Fire Pull Stations and Smoke Detectors

The building is fully sprinklered. Pull stations and enunciators are located throughout the building. Smoke alarms are located in the common area duct work and elevators shafts. These are tied into a central station that calls the fire department in the event of an alarm.

Residential and commercial units have independent smoke alarms that are hardwired throughout the unit. In the event one of these smoke alarms detects smoke, all alarms in the unit will sound, and only in that unit.

There are fire extinguishers located on each hallway in silver cavity cabinets. Occupants are encouraged to utilize these for smaller fires/hazards. If you feel unsafe, do not attempt to control a fire, sound the nearest alarm if possible and exit the building.

2. What to do when the Fire Alarm sounds?

In the event that the fire alarm sounds, everyone in the building should proceed to the nearest stairwell and outside of the building. Each stairwell has a marked EXIT door.

The building has been designed to provide the most up-to-date fire safety systems. An alarm will be active by the following:

- Smoke detection
- Pull station activations.
- Heat detection by sprinkler heads.
- Activation of water movement in the sprinkler system.

The fire alarm pull stations are located throughout the building. Should a fire be detected, the following procedures should apply:

- Pull the fire alarm pull box nearest you.
- Evacuate.
- Call 911.
- Call property management office.

PLEASE DO NOT USE THE ELEVATORS.

3. Fire Escape Instructions

- If you discover fire or smoke and the buildings fire alarm has not sounded, sound the building alarm. Go to the nearest fire pull station and pull the lever.
- When the fire alarm sounds, leave at once. All occupants should immediately exit through the stairwells and proceed outside. Remember to close doors behind you. Tenants are to remain outside until permission to re-enter is given by representatives of the fire department or building management.
- DO NOT USE ELEVATORS.* They will stop if power fails and could entrap passengers. Elevator shafts can also trap smoke.
- Feel each door before you open. If it is hot or smoke is seeping in, do not open. If you become trapped in a space, keep the door closed and seal off the any cracks. If a phone is available call 911.
- If the door feels cool, open cautiously. Be prepared to close if you see fire/smoke outside of the door. If the area is clear, proceed to the stairwell.
- If you are caught in smoke or heat, stay low to the ground. Take short breaths through your nose until you can reach an area of refuge.
- DISABLED PERSONS: A responsible person or persons that work or live in the same area as a disabled person should be assigned to assist in the event of a fire.