

NAURU TOWER

**EVA CUATION
PROCEDURES**

DO NOT DISCARD, PLEASE LEAVE IN UNIT

NAURU TOWER
FIRE AND EMERGENCY EVACUATION PROCEDURES

Everyone should be concerned with safety at Nauru Tower. All residents have a responsibility to each other and to have these "Fire Emergency Evacuation Procedures" available within their apartment.

Security maintains a list of residents who require assistance in evacuating their apartment (wheelchair, elderly, etc.). However, this list can only be complete if the Resident Manager's office is notified of names and apartment numbers.

The following procedure is only intended as an aid to assist and guide you to safety in case of an emergency.

It is your responsibility to have all occupants of your apartment read and understand the contents of the following evacuation procedures. Everyone should also know the location and operation of each alarm box and fire extinguisher and the locations of the fire exit stairways on their floor. Refer to Figure 1 for exit locations.

- I. If you should discover a fire, DON'T PANIC – STAY CALM
 - A. Notify the Fire Department. DIAL 911 ON YOUR TELEPHONE. Do not assume that someone else has called the Fire Department.
 - B. Remain calm, speak clearly and distinctly and give the following information:

" I am reporting a fire in the Nauru Tower condominium at 1330 Ala Moana Blvd." If possible, give the exact location of the fire by the apartment number and floor. Do not hang up until the operator is done asking questions.
 - C. Immediately inform all occupants by activating the fire alarm system located in the hallway of each floor. Familiarize yourself with the location of fire alarm pull stations.
- II. If the fire is small, you may want to help bring it under control. Paper or trash fires can be extinguished with water. Do not use water on grease or electrical fires. You should have a chemical fire extinguisher in your apartment for grease or electrical fires.
 - A. While cooling, if a grease fire occurs, cover the pan to smother the flames, DO NOT USE WATER.

- B. Remember, your personal safety should always come first. If the fire is beyond control, leave the area and evacuate the building by using the fire exit stairway. DO NOT USE THE ELEVATOR. All elevators will be keyed off to return to the main lobby for the Fire Department's use. When using the stairway, go down the right side of the stairway, leaving the left side for Fire Department personnel.
 - C. Always leave the stairway doors closed. This will keep the smoke out of the stairwell. DO NOT PROP STAIRWAY DOORS OPEN.
- III. Upon hearing the fire alarm (continuous siren), you will receive instructions to evacuate the building.
- A. Before opening your apartment door, first feel it with the back of your hand for heat.
 - B. If the inside of your door is hot or you see smoke seeping into your apartment, the hallway may be engulfed with fire or smoke. Brace the door firmly with your foot to avoid the door from blowing inward from the heat and smoke pressure built up in the hallway. Open the door slightly while bracing and holding it firmly. Keep your body away from the door opening. If smoke or flame is present and too intense for escape, close the door immediately, but do not lock it. Seal off all cracks around the door with wet towels to help keep the smoke out of your apartment, but **LEAVE YOUR DOOR UNLOCKED** so the Fire Department can enter to search all apartments for any injured or trapped residents.
 - C. Fill your bathtub and sinks with water for later use if needed.
 - D. If the smoke or fire is below your apartment coming up from the side of the building, close all windows and doors on that side of the building.
 - E. Remember, leave all doors unlocked.
 - F. Don't panic, keep calm, rescue of some type will arrive. Remain close to the floor for fresh air, as smoke and heat rise to the top.

IV. IF HALLWAYS ARE PASSABLE

- A. Evacuate your apartment and use the nearest fire escape stairway.
- B. Use only the fire exit stairway to evacuate the building. Do not use the elevators. Exit only on the ground floor. Although the stairs are equipped with emergency lights, each person should take a flashlight with them if available.

- C. Wheelchair, elderly and other handicapped occupants who are unable to descend stairs should remain on the landing in the stairway on their floor along with an able bodied adult to insure their safety until help arrives.
 - D. All occupants should study and understand the fire evacuation plan diagram (Figure 1). Be sure that everyone knows where all emergency stairways are located so they can find them even if it is dark.
 - E. Plan for all occupants to your unit to meet for a headcount either at the front circular driveway on the mountain side of the building, but away from the Fire Department equipment, or at the loading zone area outside of the building.
- V. Notify the Resident Manager of any occupants in your apartment who may need assistance if evacuation is necessary.
- VI. Make your own apartment "Fire Escape Plan" now!