

GENERAL EVACUATION INFORMATION

- If an alarm sounds, **do not call the doorman, do not call 911.**
- Preplan **everything** you will need to do and take with you if an evacuation is necessary. Know what outerwear is needed and if any water, flashlight, medicine and keys will be needed. **Turn off** any gas or major appliances. Leave **bedroom doors open** and **hallway door unlocked**.
- Use **east** and **west stairs** to leave the building. If you are **slow** on the stairs, **use the handrail** and, at landings, **allow others to pass**.
- Anyone who exits to the front of the building should move around the building to the rear. **Do not congregate in front of the building.**
- **Center stair** is only for those unable to walk down stairs. **Wait** on the landing or steps for **firemen** to take you down by **elevator**.
- **Pet owners** are solely responsible for their pets. Pets must be **restrained and under control**, on a leash, or in a pet carrier. **Keep leashes short.**
- During an alarm, **no one is to remain in their unit**, unless you are unable to leave. If you are **unable to leave your unit**, place a damp towel across the bottom of your entrance door. **Leave your door unlocked.** Wait for firemen, or the alarm to stop.
- If you **smell smoke** and **no alarm** is activated, activate the fire alarm system by pulling the handle at the nearest alarm box located at the end of each hallway (near the East and West stairs) and the service elevator area on each floor.
- If you **suspect a fire**, but **no alarm** has sounded, **pull the nearest alarm box** located:
 - In the hall near the **east or west stairs**, or
 - In the elevator service area at the door to the **center stairs**.
- This alarm notifies the **fire panel** on the first floor and **the Wilmington Fire Department**. **Leave the building.**
- If leaving your unit for an extended period of time, shut-off all major appliances and leave bedroom doors open.

DEVON CONDOMINIUM – FIRE ALARM EVACUATION PLAN

