

FIRE SAFETY PROCEDURES

The Capri Condominium, Ocean City, MD

The Capri has recently installed a new, up-to-date, fire protection system. The new system has a few unique safety features, so please read the following information regarding fire evacuation procedures to protect your safety as well as that of others.

1. **I HEAR THE ALARM GOING OFF ON OTHER FLOORS BUT NOT ON MY FLOOR, WHAT DO I DO?**
 - a. Please do NOT evacuate your unit UNLESS the alarm is going off in your unit and your corridor. The fire protection system is designed to prevent needless evacuations by alarming only on the floor where the fire is, the floor below the fire, the floor above the fire, and the first and second floors.
 - b. PLEASE STAY ALERT. If the alarm on your floor and unit goes off after the original alarm, this indicates a migration of smoke and/or fire to another floor. Please evacuate per step 3.

2. **I SEE FIRE TRUCKS AND PEOPLE EVACUATING THE BUILDING, BUT I DO NOT HEAR THE ALARM IN MY UNIT OR ON MY FLOOR, WHAT DO I DO?**

Again as in the first scenario, please do NOT evacuate your unit UNLESS the alarm is going off in your unit and your corridor.

3. **THE ALARM HAS GONE OFF ON MY FLOOR AND MY UNIT, WHAT DO I DO?**

FIRST: Do a quick check to see if it is safe to walk to the nearest stairwell for an evacuation. If your door feels warm, or you are confronted with smoke, STAY IN YOUR UNIT and do the following:

 - a. For extinguishing or wetting purposes, fill bathtub or other containers with water.
 - b. Plug vents and openings under doors with wet towels.
 - c. If smoke is in the room, stay low and hold a wet towel in front of your mouth.
 - d. Don't break windows or open balcony sliding doors unless absolutely necessary, as this may cause smoke or fire to enter the room.
 - e. Alert staff and fire personnel that you are in the unit by tying a sheet or towel to the balcony rail. After tying the sheet or towel, return inside and close the balcony sliding door.
 - f. DO NOT PHONE THE FRONT DESK, as staff will be assisting residents and guests with the evacuation.

BUT, if conditions allow for your evacuation, please do the following:

 - a. Take your unit key with you in case your evacuation becomes compromised by changing conditions, forcing you to return to your unit.
 - b. WALK to the nearest stairwell and walk down and out of the building. Stairwells are located at both ends of the building, as well as at the elevator lobbies in the middle of the building.
 - c. Do NOT attempt to use the elevators, as they will be locked down for fire department use only.

Be vigilante! If you ever see a fire or notice smoke, immediately activate the alarm system by using the alarm pull stations located at the entrance for each stairwell.

NOTE: **Handicapped persons** should notify staff on arrival of their name and unit number. In a fire or other emergency, these persons will receive evacuation assistance.

MINIMIZE false alarms! Do not smoke in any of the common areas! Also, when smoking or cooking in your unit, open the balcony door to clear the air.

TAMPERING with any of the components that make up the Capri's fire protection system could result in fines up to \$10,000 and up to 1 year in jail. Persons discovered vandalizing any piece of the fire protection system will be prosecuted to the fullest extent of the law. Components include the following:

- Sprinklers
- Alarm devices
- Smoke and heat detectors (including those installed inside the units)
- Alarm pull stations
- Fire extinguishers
- Central alarm panel