

# EMERGENCY FIRE INSTRUCTIONS

## Blue Skies of Texas West (Towers)

**TO REPORT A FIRE** – Call the Front Desk (210-677-8666) or activate nearest “Fire Pull Station”

### **IF YOU HAVE A FIRE IN YOUR APARTMENT:**

1. Evacuate the apartment, close door, and activate nearest “Fire Pull Station” (This will activate alarm and alert the Front Desk).
2. Evacuate to the closest stairwell exit landing you can get to safely (this area is safe from smoke and fire). Fire department personnel will assist with getting residents down the stairs. Ensure Fire Door leading to the stairwell is closed tightly.
3. Do not attempt to fight the fire or save anything. Alert your neighbors, if possible.
4. Do not re-enter your apartment for any reason.
5. Do not panic: Help is on the way. You will receive further instructions on the PA system.
6. **DO NOT ATTEMPT TO USE THE ELEVATOR!!**
7. Follow instructions given by the Fire Department or Staff.

### **IF AN ALARM IS SOUNDED:**

1. Do not panic: Prepare to evacuate to the nearest stairwell. Help is on the way to confirm location & validity of alarm.
2. Follow instructions announced by the Front Desk on your PA system.
3. The Front Desk will announce the results of the Staff’s findings (i.e. “ACTUAL FIRE” OR “FALSE ALARM”). If “EVACUATION” IS THEN ANNOUNCED, PROCEED CALMLY TO THE NEAREST FIRE FREE STAIRWELL EXIT. **DO NOT ATTEMPT TO USE THE ELEVATOR.** Once safely on the stairwell landing-ensure the door to the hallway is closed.
4. Do not attempt to walk thru’ smoke: get on hands and knees and proceed to nearest Fire Exit.
5. If full evacuation is necessary, assemble at designated areas as instructed by Fire Department or Staff.

### **HALL FIRES:** – (If the hallway is filled with smoke or fire and you can’t exit your apartment):

1. Call the Front Desk.
2. Stay inside your apartment and do not open your door unless advised to do so by rescue workers.
3. Turn off heat and air conditioner fan in your apartment and close doors and windows. Use a wet towel or blanket to block out the smoke at the bottom of your front door.
4. If smoke is too thick in your apartment, go on to your balcony, close the door behind you and do not re-enter your apartment. Wait for the Fire Department.
5. Do not throw anything off the building.
6. Follow instructions from the Fire Department or Staff.

**FINAL NOTE:** Stay familiar with these instructions and the location of your fire exits and pull stations. REMEMBER ... your apartment/the building is well-equipped with a sprinkler system and smoke detectors to **ALERT** both you and the Staff of fire.

**Your personal safety is important ... your possessions can be replaced.**

# **FIRE PROTECTION FACTS**

Part of the criteria for Independent Living is that residents must be able to evacuate independently in an emergency; however, assistance with a cane, walker, or scooter is acceptable. If you utilize an assistive device that may slow your evacuation please let Resident Services know NOW (or at any time your situation changes), so we may alert emergency personnel. Residents utilizing assistive devices can, upon request, have a red reflector placed next to their door near the floor (in the hallway). Reflectors are provided by Resident Services. In the stairwell is a list, by apartment, of current residents, those utilizing assistive devices are annotated with a red dot.

## **RESIDENT ACTIONS:**

- 1. Activate alarm, evacuate, and report fire.**
- 2. When evacuating, you need to walk briskly away from the fire toward safety.**
- 3. Stay calm and proceed to nearest stairwell. Always stay to the right when you are evacuating in the stairwell, this allows emergency personnel to use their right to climb the stairs.**
- 4. Do not attempt to fight fire.**
- 5. Do not re-enter apartment.**
- 6. Do not use the elevator.**
- 7. Follow instructions from fire department/Staff.**
- 8. Assist others if you are able-do NOT put yourself at risk.**

## **USEFUL INFORMATION:**

- 1. Alarm boxes are by each stairwell.**
- 2. Extinguishers are located at both ends of each hallway.**

## **EGRESS POINTS:**

**Tower 1: Parking Lot to the right of the Flag Pole (as you're looking at the building).**

**Tower 2: Parking Lot between The Vista visitor/handicapped parking and the 1<sup>st</sup> row of carports.**

**Tower 3: Swimming Pool Parking Lot.**

**Tower 4: Parking Lot in front of Liberty House.**

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