

# **EMERGENCY ACTION PLAN FOR RIVERBEND AT LEISURE WORLD**

(passed November 30, 2011)

## **INTRODUCTION**

The information contained in this section is for the use of all Riverbend residents in the event there is a fire or other type of emergency that requires the evacuation of the Riverbend building or other appropriate safety measures to be taken. The information contained in this section supersedes the Emergency Action Plan (EAP) dated May 1, 1999. You should know the procedures to be followed in the event of an emergency, and the location of fire alarm pull stations and hallway exit stairwell doors in the building. In addition you should be aware of what you can do to help yourself, what help you can expect from others and what can be expected when there is no electrical power or water in the building. Some emergency situations require you to make personal plans beforehand in order to deal with them effectively.

The combination of the fire-resistive high-rise building construction techniques and protection systems in place and a building-wide alarm and public address system, make possible the systematic and orderly evacuation of the building while providing a high degree of safety for all residents, visitors and staff.

## **BUILDING EVACUATION**

### **EVACUATION PROCEDURES**

**IN THE EVENT YOU DISCOVER A FIRE OR EMERGENCY REQUIRING BUILDING EVACUATION, PULL THE FIRE ALARM BESIDE THE HALLWAY EXIT STAIRWELL DOOR NEAREST YOUR LOCATION.** There is no need to pull any additional alarms. As described in more detail below, the activation of an alarm will automatically start a process that results in the Fire Department being notified. However, if possible, dial 911 from a safe location to report the emergency.

**IF EVACUATION SIGNALS ARE OCCURRING ON YOUR FLOOR, QUICKLY EXIT THE BUILDING VIA THE NEAREST HALLWAY EXIT STAIRWELL.** The evacuation signals include ***SLOW WHOOP SOUNDS*** over the speaker system, ***VOICE NOTIFICATIONS THAT THERE IS AN EMERGENCY***, and ***FLASHING STROBE LIGHTS*** (bright white lights) in the hallway. If uncertain as to whether your floor is to be evacuated, look out your door to see if the strobe lights in the hallway are flashing. If they are, you should leave the building.

**ONLY THOSE FLOORS ON WHICH EVACUATION SIGNALS ARE OCCURRING NEED TO BE EVACUATED. IF NONE OF THE SIGNALS ARE OCCURRING ON YOUR FLOOR, IT IS NOT NECESSARY TO EVACUATE.** It is preferable that you stand by in your unit for further broadcast instructions.

**PERSONS NEEDING ASSISTANCE** who are unable to quickly walk down the exit stairwells should follow these alternative procedures:

a) **IF THE FIRE OR EMERGENCY IS IN YOUR RESIDENTIAL UNIT**, leave the unit immediately, close (**but do not lock**) your door, get into the nearest exit stairwell and wait there until firefighters arrive to assist you. If possible, make your way down to the nearest floor (below your floor) which is not being evacuated.

b) **IF THE FIRE OR EMERGENCY IS NOT IN YOUR RESIDENTIAL UNIT**, remain in your unit with the door closed. Upon arrival, firefighters will assess the emergency situation, review the list of people needing assistance. If they determine that you need to be taken to a safer place, they will come to your unit to help you evacuate.

**CHECK ALL ROOMS IN YOUR UNIT TO VERIFY COMPLETE EVACUATION.** Keep everyone from your unit together. If time permits, grab your keys and a damp cloth to cover your nose while exiting the building. If the fire is in your unit, close (**but do not lock**) the front door of your unit as you leave. If the fire is not in your unit, after you close the front door of your unit as you leave, you have the option to lock the door. As you leave, bring your pets with you; use leashes, travel cages or some other means to control the pet(s).

**DO NOT ATTEMPT TO USE THE ELEVATORS.** They will not be available for your use.

**REMAIN AT A SAFE DISTANCE FROM THE BUILDING.** Once at street level, move safely away from the building. You must remain together in a group so the Fire Department can confirm that everyone from the evacuated floors is accounted for. **DO NOT BLOCK ACCESS TO THE BUILDING BY THE FIRE DEPARTMENT.** During an evacuation, the clubhouse will be opened to provide shelter for you and your pets.

## **EXIT STAIRWELLS**

There are three (3) hallway exit stairwells for your use.

### **STAIRWELL #1 (EAST END OF THE BUILDING)**

Come down Stairwell #1 to the LOWER LEVEL PARKING GARAGE (ALL THE WAY DOWN) and exit through the garage door to the driveway.

### **STAIRWELL #2 (CENTER OF THE BUILDING NEAR THE ELEVATORS)**

Come down Stairwell #2 to the FIRST FLOOR LEVEL and exit out the back door of the building. Do not come down to the LOBBY LEVEL.

### **STAIRWELL #3 (WEST END OF THE BUILDING)**

Come down Stairwell #3 to the UPPER PARKING GARAGE LEVEL and exit through the garage door to the driveway.

## **ELEVATORS**

When an alarm is sounded, all elevators will return to the Lobby Level and the doors will open and remain open. Elevators will not be available for your use to evacuate the building.

## **FIRE ALARM AND FIRE PROTECTION SYSTEMS**

Emergency systems in Riverbend include a sprinkler system covering all areas of the building, smoke detectors in residential units and common areas, fire alarm pull stations by each hallway exit stairwell and other locations in common areas, exit signs in hallways and other areas, and a public address/fire alarm sounding system.

The activation of either an alarm from a hallway pull station by an exit stairwell door, a smoke detector in the common areas, or a sprinkler head will automatically set off the building alarms located one floor above and one floor below the activation floor, as well as the activation floor itself. As soon as an alarm is activated, an automatic electronic control signals a secondary alarm monitored by the Leisure World fire systems contractor, who in turn immediately reports the exact location from which the alarm was pulled to emergency authorities and to the front gate. The front gate responds by notifying management staff on call. All alarms feed into an annunciator panel in the Fire Control Room off the Lobby, showing the location of the activated alarm.

**THE SMOKE DETECTOR(S) IN RESIDENTIAL UNITS DO NOT TRANSMIT AN ALARM TO THE BUILDING SYSTEM OR TO THE FIRE DEPARTMENT WHEN ACTIVATED.** You must call 911 or pull a hallway fire alarm when there is a fire in your unit.

Smoke detectors in residential units are wired to the electrical system and have a battery back-up. There is also a test pushbutton on the detector. **You should test the detector(s) monthly and change the battery twice a year. The Loudoun County Fire and Rescue recommends changing them when the clocks move forward and back - twice a year.**

On occasion there may be incidents resulting in an inadvertent alarm. In such a case, an announcement will be made via the public address system that no action by residents is required. Notice will also be given to you prior to testing the alarm system.

**THE SPRINKLER HEADS AND PIPING IN EACH UNIT MUST BE PROTECTED FROM MISUSE AND DAMAGE. Nothing should be hung from sprinkler heads or exposed sprinkler piping in closets.** Ensure that your visitors understand that sprinkler heads should not be touched or used as hangers. The Fire Codes require a **minimum of 18 inches clearance** between a sprinkler head and any item in the unit (including closets) and any item in a storage bin.

**DO NOT ATTEMPT TO SHUT OFF THE WATER FLOW THROUGH A SPRINKLER HEAD THAT WAS ACTIVATED BY HEAT DURING AN EMERGENCY OR TAMPER WITH THE SPRINKLER CONTROL VALVES IN EACH EXIT STAIRWELL.**

For a sprinkler head activated by heat a decision to shut off the water flow can only be made by a member of the Fire Department. However, if a head has been definitely activated for reasons other than heat, such as accidentally having been struck, the building management employees may shut off the water flow prior to arrival of the Fire Department.

### **NATURAL GAS LEAKS**

If you detect an odor of gas or hear a gas leak, **LEAVE THE UNIT IMMEDIATELY**, close the door but leave it unlocked. **DO NOT TURN ANYTHING OFF OR ON IN THE UNIT.** Once in an area clear of gas, pull a hallway fire alarm and then call, or have someone call, 911 to report the problem. Calling 911 will automatically generate a call to Washington Gas Company. Make yourself available to arriving Fire Department personnel to give information about the leak.

### **POWER OUTAGES**

If the power supply to the building is cut off by some external condition, the emergency electrical generator will automatically start and supply power only to the basic emergency systems necessary to permit evacuation of the building if necessary (limited hallway and common area lights, the fire pump and the fire alarm system and public address system). **THERE WILL BE NO POWER TO RESIDENTIAL UNITS OR MANY OF THE BUILDING'S SYSTEMS NECESSARY FOR NORMAL LIVING UNTIL THE EXTERNAL POWER IS RESTORED.** You should turn off all appliances and other electrically-powered equipment to prevent possible damage when the power is restored.

### **WATER OUTAGES**

If the water supply to the building is cut off by some external condition, **THERE WILL BE NO WATER FLOW IN THE BUILDING UNTIL THE WATER SUPPLY IS RESTORED.**

## **RESIDENT PREPAREDNESS MEASURES**

### **Ensure that you, your family and frequent guests are familiar with Riverbend emergency procedures.**

Discuss the plans with family members and guests, with emphasis on emergency exit points, location of fire alarm pull stations and orderly evacuation. If you have a pet, plan the best procedure to evacuate the animal during an emergency.

**Periodically inspect your unit for potential hazards.** Possible dangerous conditions include: too many electrical devices connected to a single outlet; electrical cords run under rugs; flammable materials stored near the stove or furnace; and lint build-up in the dryer and around the bathroom heat lamp/exhaust fan.

**It is recommended that each unit have a fire extinguisher which should be periodically checked and recharged each year.**

**Report to the Management Office the names of persons residing in your unit who would need assistance evacuating the building.** A regularly updated list of persons needing assistance is maintained in the Fire Control Room for Fire Department use in giving priority to those needing assistance.

**Test your smoke detector(s) monthly.**

**Know the distance between your unit and the nearest hallway exit stairwell and fire alarm pull station.** Count the number of steps required to reach the nearest exit stairwell or count the number of doors between your unit and the closest exit stairwell.

You are urged to install and have the following safety equipment in your unit:

**NATURAL GAS/CARBON MONOXIDE DETECTOR:** a combined detector capable of detecting natural gas or carbon monoxide and sounding an alarm in the unit.

**FLASHLIGHT OR BATTERY-OPERATED LANTERN:** Have available a flashlight or battery-operated lantern with a supply of fresh batteries for use in the event of a short-term power outage.

**BATTERY-OPERATED RADIO:** Have available a battery-operated radio with a supply of fresh batteries for use in the event of a power outage.

**Have a plan for what you will do in the event a long-term (8 hours or more) electrical power outage or water supply loss to the building is expected since *continued living in the building will not be possible.***

**Learn the location of any off-site nearby buildings which have been designated as shelters**

by regional or local authorities. Such information would be needed in the event that an area-wide evacuation is required.

## **SEVERE WEATHER CONDITIONS**

The Washington/Northern Virginia metropolitan area is prone to severe thunderstorms and high winds. The violent wind conditions associated with severe thunderstorms usually approach from one direction. In extreme cases, the wind can reach speeds equal to a strong tornado, causing significant damage.

When conditions are favorable for violent weather to develop, a **SEVERE WEATHER WATCH** is issued by the National Weather Service and broadcast over most radio and television stations. These conditions include thunderstorms, hurricanes, tornadoes, high winds, snow, ice, etc. The "*watches*" are intended to heighten public awareness of the developing conditions. Should you notice and become concerned by approaching storm clouds, stay tuned to a local radio or television station to know when and where warnings are issued.

The National Weather Service will issue a **SEVERE WEATHER WARNING** when a dangerous condition is indicated by radar, or reported by spotters. "Warnings" indicate an approaching storm, possibly including extremely high winds, hail or lightning is imminent in the area of the "warning" and that immediate action is necessary to protect life and property to those in the path of the storm. When you become informed that a "warning" has been issued, it is recommended that you turn your television off and stay tuned to a local radio station.

When skies darken or serious thunderstorms are forecast, look and listen for dangerous conditions. Although the management staff will make every effort to be cognizant of forecasted conditions, it is possible that a storm could develop quickly without our knowledge. If you are aware of a "severe weather warning" issued for the immediate area, please consider passing the information to the management office. Should the situation warrant, management will broadcast a message to the community over the public address system.

During serious storms, please consider the following safety precautions:

If the storm warning includes violent wind, lightning or tornado conditions, take shelter in a room without windows, or seek shelter in a stairway. **DO NOT LEAVE THE BUILDING.**

Telephone lines and metal pipes can conduct electricity. Avoid using the telephone or any electrical appliances. *Use phones ONLY in an emergency.*

Turn off air conditioners. Power surges from lightning can overload the compressors.

Unplug appliances not necessary for obtaining weather conditions. It is recommended that a small radio be used rather than your stereo system.

When snow or icy conditions are predicted, remain indoors until roadways and walkways are treated.

## **CRIME**

Owners are requested to immediately call 911 if they witness any type of crime to person or property. If time permits, please also notify the gatehouse of the incident and the fact that the police have been contacted.

## **OTHER EMERGENCIES**

To the extent possible, should management become aware of any other emergency condition not outlined in this section, which may require immediate transmittal to the residents and guests an announcement will be broadcast over the public address system.