

# **Evacuation Procedures**

## **Chesterfield Apartments**

**In case of fire or other emergency, please follow the procedures listed below:**

1. If you hear a fire alarm immediately evacuate the building via the shortest and safest route. Do not use elevators and CALL 911. If you notice smoke, use the alternative escape route. See diagram attached for alternate escape route.
2. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you. Crawl low if you have to go through smoke.
3. Go to a safe area or to a pre-assigned exterior area for your building. Pre-assigned location is Monroe Park, west on Franklin St. approximately 3 blocks from The Chesterfield located on the SW corner of Franklin Street
4. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the door to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 9-1-1 and tell them exactly where you are. Stop, Drop and Roll if your clothing catches fire.
5. If you discover a fire, leave the fire area and close the door to the area to isolate the fire. Sound the fire alarm and CALL 911 IMMEDIATELY!!! Immediately evacuate the building via the shortest and safest route.
6. Proper use of fire extinguishers within extinguisher limits and by trained individuals is optional but should not be attempted until building alarm is actuated and people are evacuated.
7. Do not use elevators. A fire can disrupt the operation of elevators and trap occupants inside. If you notice smoke, use the alternate escape route. See diagram attached for alternate escape route.
8. Await emergency response personnel at a safe location (Monroe Park) and direct them to the scene. Report the fire to the hall office or the nearest available Residence Assistant.
9. Do not reenter the building until instructed to do so by the fire department.
10. Follow directions of fire and police personnel and the housing staff.
11. Fire escape system are to be use in case of emergency ONLY  
Note that under no circumstances should residents or guest use any fire escape system for any other purpose. Please review Fire Safety notices that are posted in your apartment and throughout the building.

*Landmark Property Management for Chesterfield & Stuart Court Apartments*

**Contact the Building management if you have any questions on the fire escape system.**

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managing agent	building/apartment

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