



BUILDING EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE IN YOUR APARTMENT:

Get out immediately. Do not collect valuables. Close the door to your apartment and the door to the room of the fire. Pull the nearest hand pull box and wait for the fire department in the lobby to tell them the exact location of the fire.

IF YOU HEAR THE FIRE ALARM OR SEE OR SMELL SMOKE:

Before opening the door of your apartment, which leads to the main hallway, feel the door knob and the door to see if it is hot. Stand behind the door and open it slowly. Be prepared to close it if necessary.

IF THE DOOR TO YOUR APARTMENT IS HOT DO NOT OPEN IT:

Place a wet towel along the bottom edge of the door and contact the fire department at **911** and let them know that you are still in your apartment.

IF YOU THINK YOU SEE OR SMELL SMOKE CALL 911:

If conditions allow and you are able, proceed to the nearest stairwell and exit the building. DO NOT use the elevators.

IF THE SMOKE IN THE HALLWAY IS TOO HEAVY:

Do not enter the hallway. Call **911** and let them know you are still in the apartment.

IF YOU DETECT ANY SMOKE OR FIRE OTHER THAN IN YOUR APT:

It is advised that you stay inside your apartment and wait for instructions from the fire department. Alert the Fire Department by calling 911.

IF THE FIRE ALARM SOUNDS:

It is advised that you stay inside your apartment and wait for instructions from the fire department.

The Somerville Housing Authority maintains a list in each development of disabled residents and those that may need assistance in evacuating the building.

That list is made available to the Somerville Fire Department.

Should the building have to be evacuated, the SHA will work with residents to locate alternative lodging with relatives, friends, the Red Cross and other resources.