

## **Fire Plan Employees**

The New Jersey Fire Code requires all occupants immediately evacuate the Clubhouse upon activation of the fire alarm via the nearest available exit. If an alarm has not been activated, but it becomes clear that an emergency exists, all persons must leave immediately. Alarm pull stations should be activated upon exit. No one is expected to endanger themselves in order to effect or assist with evacuation of others, but everyone has a duty to ensure that other occupants are aware of an emergency. Similarly, it is expected that individuals will, to the best of their ability, aid anyone requiring assistance to evacuate safely.

### **Purpose**

To establish the guidelines for emergency situations at the Clubhouse.

### **Policy**

In order to keep all Associates safe, we request that Associates follow these guidelines as well as any verbal directions given by members of Management or Law Enforcement.

### **Procedure**

If you are aware of a fire, you should:

- Sound the alarm by pulling the closest manual hand pull (located in each room of the Clubhouse.)
- The Front Desk attendant will make a page over the Clubhouse speaker system asking everyone to evacuate the building.
- The Director, Manager, or designated maintenance person should proceed to the front entrance of the Clubhouse to meet the Fire Department, Police, etc.
- If possible, immediately contact your supervisor. Evacuate all employees, workers, residents, and guests from the area in a safe and orderly fashion.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- Report to the evacuation point located in the grass area by the flag pole as to not obstruct emergency vehicle or firefighter access.
- No person will re-enter the building prior to an "all clear" signal from the fire department or authorized personnel.

### **Verification**

- Each floor will have a designated floor warden and an alternate floor warden. These selected individuals will take the "evacuated" tags located at both the front desk and

management office front desk and hang them on the door knobs of rooms once they have been cleared.

- Floor wardens are to be used for verification purposes only and not life safety.

### **Emergency Evacuation Drills**

Emergency evacuation drills/fire drills are conducted minimally, on an annual basis, without notice and under varying conditions. **It is mandatory that all occupants and employees participate.** Prior to each drill, the alarm company will be contacted via the non-emergency number, and notified of the impending drill activity.

Records of each drill will be kept on file in the Concierge's Desk; a fire drill record sheet is affixed to this plan.

Upon completion of the drill, the employee supervising will call for the distinct "all clear" signal to sound, signifying that the building is safe to re-enter. **No person** will re-enter the building prior to the signal.

The supervising employee will also notify the alarm company when the drill has concluded and the facility has resumed normal operations.

### **Employee Training**

All employees, upon being hired will receive training relative to this fire safety/emergency evacuation plan, its procedures, and employee specific duties.