

PERBADANAN PENGURUSAN KIARAMAS CENDANA

EVACUATION PROCEDURES

As part of our regular maintenance and upgrades, Kiaramas Cendana works in conjunction with BOMBA safety standards. The following guideline is intended to establish the procedures to be adopted in the event of any emergency which may require partial or total evacuation of the premises. In order to avoid delay, confusion and possible injury in the event of an emergency, it is essential that evacuation procedures and organisational arrangements are well understood. These guidelines have been prepared principally for fire emergencies, but they are suitable for use in other emergencies. The purpose of the Emergency Evacuation Procedure is to provide for:

- fire and hazard prevention;
- safe and orderly evacuation of people from the building in an emergency;
- early control of the fire or emergency; and
- speedy resumption of normal activities once the emergency is brought under control.

Residents are expected to:

1. familiarise themselves with the nearest emergency exit on their floor;
2. familiarise themselves with potential problem areas such as strong-rooms, rooms leading off blind passages, doors leading to dead ends, and/or toilets;
3. identify people who will require special assistance during evacuation;
4. identify means of egress and alternative means of escape;
5. identify location of push button alarm points and fire fighting or emergency equipment; and
6. ensure that evacuation procedures are known to all members.

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Emergency Evacuation Procedure

1. If a fire or smoke condition is encountered all building occupants must evacuate the building immediately.
2. Open each door a crack only to determine if smoke or heat is present.
3. Assuming the area is tenable; leave your apartment, closing the door behind you, taking only your keys.
4. Knock on doors as you proceed to the stairwell, never use the elevator.
5. If not already sounding, activate the manual pull station next to the stairwell door.
6. Continue to exit even if the alarm stops sounding.
7. Once safely away from the fire use a phone to contact Public Safety.
8. Relay any information regarding the fire or condition found, occupants that may still be inside and any other information that may be important to responding emergency personnel.
9. Never return to the building for any reason until authorised. Public Safety personnel are the only people authorised to allow occupants to return to the building after it is deemed safe.
10. If conditions outside your door prohibit you from leaving, seal the cracks around the door if possible.
11. Use the intercom to phone 999 and report your location and the problems encountered.
12. If possible open the window from the top and bottom (never break a window).
13. Stay at the window and signal for help. If heat or smoke starts to enter through the window close it to maintain a safe environment.
14. If you must vacate the area stay low, close doors as you leave and, keeping your hand on the wall, proceed to the nearest exit.

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Emergency Evacuation Procedures for Persons with Disabilities

1. Do not use the elevator.
2. Remain in your apartment.
3. Use the intercom to dial 999 and give the following information to Public Safety:
 - Your name
 - Your location including floor, apartment number and location within the apartment.
 - The nature of your disability (e.g., leg injury, require use of crutches or wheel chair, recovering from surgery, etc.)
4. Wait for Public Safety or fire fighting personnel to respond to your location for assistance.
5. If smoke is entering your room, seal cracks around the door with a blanket or towel.
6. When possible, open a window from the top to allow smoke to vent, and from the bottom to draw in fresh air to displace existing smoke. If smoke enters through the open window, close the window to maintain a tenable atmosphere.
7. Never break a window.
8. Hang a towel or bright colored object out of the window to attract attention.
9. If the room becomes untenable, carefully relocate to another room on the same floor, or evacuate to the stairwell.
10. In the event of necessity to relocate to a stairwell:
 - Leave wheel chair or walker on the corridor.
 - Move into the stairwell, close the door from the corridor and remain seated as far away from the stairs as possible.
 - Alert exiting residents of your presence and ask them to relay information to Public Safety or Fire Department personnel.
 - If remaining on the fire floor poses an immediate life-threatening situation, instruct Public Safety or other occupants attempting to move you of the best method to bring you down the stairs.