

# What to Do In Case of Fire

## IF YOU HAVE A FIRE IN YOUR APARTMENT:

1. If able to safely do so, cover a cooking fire with a lid or larger pot, and turn off the stove.
2. Leave your apartment, closing the door behind you. Take pets if you can safely do so.
3. Call 911 to report the incident. The fire department will be sent. If you do not have a phone, pull the fire alarm in the hallway to contact the fire department.
4. Your safety is the most important thing- the priority is always to exit the apartment, close the door, and notify the fire department. If the building-wide alarm is going off, you do not have to call.

*Even if a fire is small, it must be reported to the Fire Department and to WPHA, so we can make sure the building is safe and secure.*

## IF YOU HEAR THE BUILDING-WIDE FIRE ALARM GO OFF:

1. Use the stairwells to come to the Community Room on the first floor, if you are safely able to do so. Please do not wait in the main lobby. The Fire Department will evacuate everyone to the outdoors if needed.
2. If you are not able to make it down the stairs, please come to the center lobby on your floor. The Fire Department knows to check each floor lobby for residents. They will bring residents down to the community room if needed.
3. If you are not able to make it to the center lobby, please wait in the hallway near the stairwell door. The Fire Department will check each floor for residents. Please do not wait in the stairwell, as residents may block the path for Fire Department Personnel. Residents will be brought to the community room if needed.
4. Should the fire be in or near the Community Room, please evacuate to the picnic table area outside the high rise.

## SOME TIPS TO REMEMBER:

1. Alarms in individual apartments are not connected to the building-wide system. That system is set off by smoke coming into the hallway. If you have smoke in your apartment, please close your apartment door when you leave.
2. If you need to step away from the stove while cooking, consider setting a timer or wearing an oven mitt on your hand to serve as a reminder that the stove needs attention.
3. The towers are constructed in a way that fire is not able to travel from apartment to apartment. This is why an evacuation of the entire building may not always be needed.
4. If you are on oxygen and the fire alarm goes off, please bring your tank with you but do not worry about an extra supply. The ambulance that responds will have spare oxygen tanks.
5. If you are stuck in the elevator, press the button to call 911. You will hear a recording that may repeat several times. The line will then open to 911. Simply tell the operator you are stuck in the elevator, and the Fire Department will respond. If you press the call button by accident, please remain in the elevator and let the 911 operator know that it was an accident so the Fire Department does not respond.
6. Once in the Community Room, begin noticing which neighbors are not present and might need assistance getting downstairs. This information will be helpful to the Fire Department.

# **WHAT TO DO IN CASE OF A TORNADO**

Many of us aren't sure what we should do during a tornado. Some people aren't clear about the difference between a tornado "watch" and a tornado "warning." A tornado "watch" means that conditions are favorable for a tornado to develop and you should take precautions to protect yourself. Listen to the radio and keep informed. A "warning" means that a tornado has actually been sighted. If a "warning" is issued for your area, you should seek shelter immediately. *ALWAYS KNOW WHERE NECESSITIES ARE AND HAVE AN EMERGENCY KIT PREPARED.* Include a flashlight, batteries, a battery-operated radio, and simple first aid items.

DO YOU KNOW THE WARNING SIGNALS IN OUR COMMUNITY? WHEN A SIREN SOUNDS, THAT MEANS STAY INSIDE AND TAKE COVER.

- ✓ If you are unable to leave your apartment, take shelter in a small interior room in the middle of your apartment. This would be your bathroom- **STAY AWAY FROM ALL WINDOWS AND ALL OUTSIDE WALLS.**
- ✓ **DO NOT USE ELEVATORS.**
- ✓ If you are able to go to the stairwell, proceed to the lowest floor possible and **STAY IN THE STAIRWELL OR INTERIOR HALLWAY.** Avoid the main lobby and stay away from all windows. Stay there until you know the all-clear signal has sounded.

## **WHAT TO DO AFTER A TORNADO**

First of all, keep calm. Check with people around you for injuries. Cooperate with all local officials. HOUSING AUTHORITY PERSONNEL WILL BE AVAILABLE AS SOON AS POSSIBLE TO TAKE CARE OF ANY DAMAGES and to assist you in acquiring another shelter, if necessary. If you do outside watch for fallen power lines, broken glass, and other debris.

  
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MANDY PITTS, Executive Director