

SENTINEL OF LANDMARK

6500 STEVENSON AVENUE
ALEXANDRIA, VIRGINIA 22304

August 14, 1995

TO ALL SENTINEL OF LANDMARK RESIDENTS AND OWNERS:

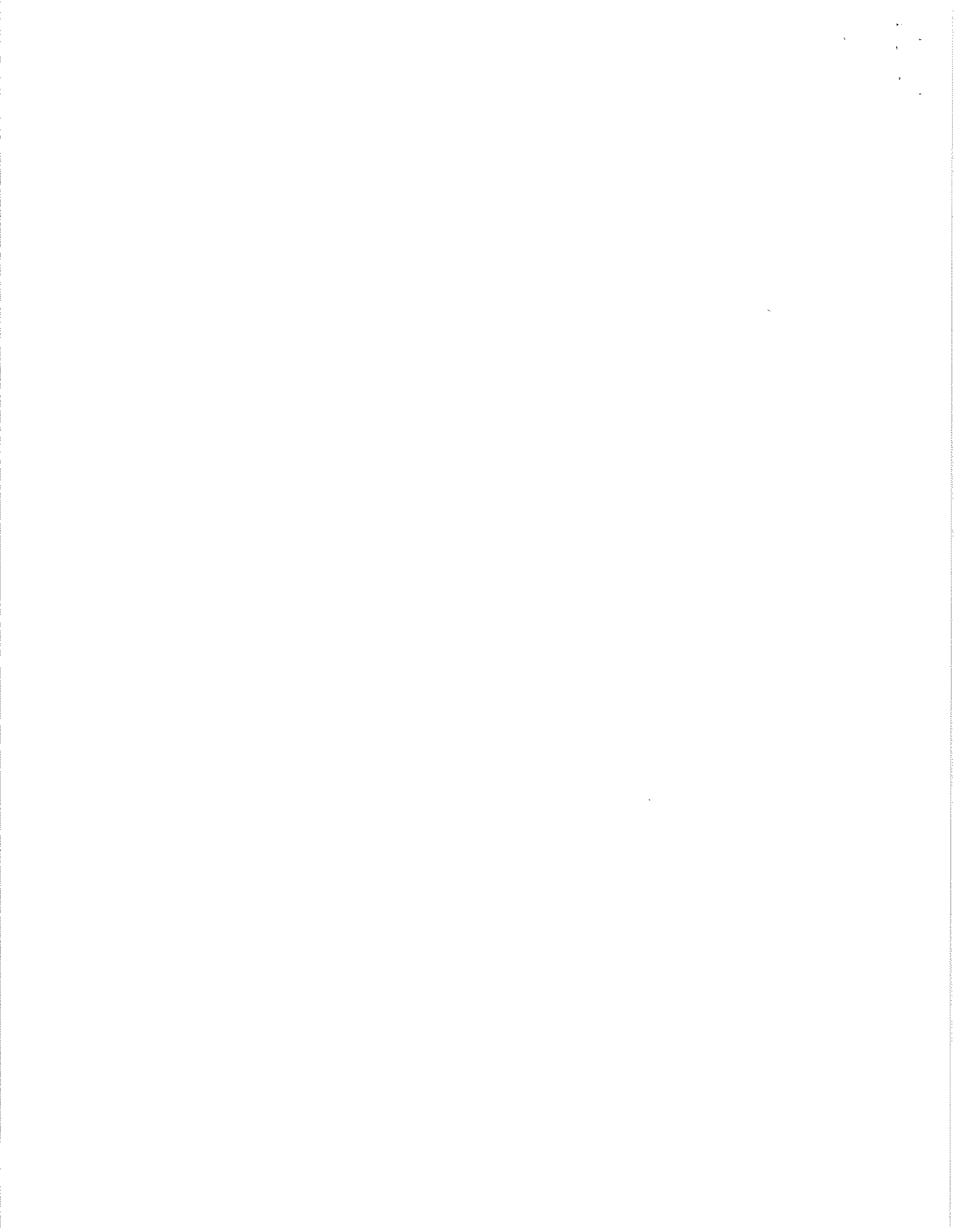
The Sentinel of Landmark Association Board of Directors has adopted an **Emergency Evacuation Plan**. Please find attached your copy for your information.

A fire drill will be scheduled and ample notice of the drill will be provided to all residents. In the meantime, please evacuate the building should the fire alarm system become activated. All fire alarm testing will be publicized well in advance.

Many thanks to Mr. Gregg Dooley, a unit owner, for all his time and effort in structuring this plan for the Association.

Thank you for your cooperation, and should you have any questions regarding this plan, please contact S-C Management Corp. at 823-1951.

SENTINEL OF LANDMARK BOARD OF DIRECTORS



Sentinel of Landmark Evacuation Plan and Emergency Program

1 Scope

1.1 This document provides basic information about the building safety features and emergency equipment installed at the Sentinel of Landmark Condominium complex. It delegates emergency and evacuation authority, and establishes emergency guidelines and responsibilities to the staff, tenants, and visitors of the Sentinel of Landmark. This plan establishes methods and practices to follow in the event of an emergency necessitating the evacuation of the building.

2 Purpose

2.1 The sole purpose of this Evacuation Plan and Emergency Program is the protection of life. It is critical for the protection of life that all tenants, residential and commercial, familiarize themselves with this document prior to an emergency situation. In the event of an emergency, this plan provides for the systematic and orderly evacuation of all tenants and guests, on all floors, by the nearest exit as safely and quickly as possible.

3 Building Construction

3.1 Like most high-rise complexes the Sentinel of Landmark features several safety features such as fire resistant construction, a fire alarm system, interior fire escape stairways, interior fire fighting water supply, an emergency lighting system, portable fire extinguishers, and a smoke detector in each dwelling unit.

4 Emergency Equipment

4.1 The Sentinel of Landmark employs a variety of emergency equipment designed to aid in the safe evacuation of tenants and guests. This equipment is tested and inspected regularly by the Sentinel of Landmark Staff and licensed professionals. If any emergency equipment is found to be defective the Management Office should be notified immediately.

4.2 **Portable fire extinguishers** are located in the common storage rooms only. They are inspected annually and serviced as needed. An inspection tag is attached to each extinguisher displaying the most recent date of inspection and service.

4.3 **Fire alarm emergency pull stations** are located adjacent to all stairwell exits on every floor. The fire alarm system is monitored by a central station monitoring

facility, but it is not directly connected to the fire department. Activating the fire alarm system alone will not summon the Fire Department; you must call 911.

4.4 When a fire alarm emergency pull station is activated, a **taped message** giving notification of an emergency and evacuation instructions is announced through the building public address system. This message is heard via a speaker located in each condominium unit. It can be identified by a six (6) inch square metal grill mounted on a wall, usually near the entry hall.

4.5 An **emergency lighting system** will be activated when there is a loss of power. It will light exit signs and stairwell lights.

4.6 Each condominium unit is equipped with a **smoke detector** that is wired into the building electrical power. It does not use batteries. When rising smoke is detected, a piercing warning alarm sounds.

5 Evacuation Preparedness

5.1 All tenants are urged to purchase and learn how to properly use a portable fire extinguisher for use in their home. A dry chemical extinguisher having a rating of "BC" is recommended. It can be used in the kitchen on liquids and grease, and for electrical fires. Install the fire extinguisher in a location that is easily accessible and will not put you in danger.

5.2 All tenants are requested to test the smoke detector in their unit at least once each year. To test the smoke detector push the lighted red button. You will hear a piercing alarm. The lighted button indicates the power source is functioning. If your smoke detector fails to test properly, is damaged, or the button fails to light, notify the Management Office immediately.

5.3 All tenants are advised to purchase a flashlight to be used in the event of a power outage. It should be stored in a convenient place easily accessible, and the batteries checked regularly.

5.4 A copy of this Evacuation Plan and Emergency Program shall be provided to all tenants of the Sentinel of Landmark. They should familiarize themselves with it and review it regularly. They should know the location of the nearest exit and alternate exit. All tenants should prepare and rehearse an evacuation plan before an evacuation is necessary.

5.5 The storage of explosives, gasoline, propane, or any other highly flammable material in this building is illegal. Storing any item in the common areas is strictly forbidden. Stairwells, doorways, and hallways are to be free from obstructions at all times.

6 Emergency and Evacuation Authority

6.1 The responsibility to carry out this Evacuation Plan and Emergency Program is delegated to all persons. The following paragraphs in this section detail the specific responsibilities and duties designated to the appropriate authorities:

6.2 The **Fire Chief or Incident Commander - Alexandria Fire Department** is the overall senior coordinator charged with managing and directing all related activities during an emergency situation. Immediately upon arrival the Fire Chief or Incident Commander will proceed to the building lobby, fire alarm control panel, or emergency command center location. He will then take control of the situation and return the building to normal operation following Alexandria Fire Department procedures.

6.3 The **Building Safety Director** is responsible for assisting in the development and maintenance of this Evacuation Plan and Emergency Program for the Sentinel of Landmark condominium complex. It is his responsibility to ensure that the building is in good working order and prepared at all times for an emergency evacuation. The function of Building Safety Director will fall under the auspices of the Sentinel of Landmark Management Office.

6.3.1 On an annual basis he will coordinate and execute fire and evacuation drills. Details on conducting a fire drill are outlined in the **Fire Drill Exercises** Section of this document.

6.3.2 At least annually he will organize liaison with the Alexandria Fire Department permitting them to familiarize themselves with the building and note any changes that may affect their emergency evacuation plan.

6.3.3 He will confirm that all common stairwell doors close and latch properly; verify that the hallways and stairwells are free from storage; keep all exits functioning properly and free from obstructions at all times; and ensure that designated fire lanes and accesses are clear at all times.

6.3.4 He will make regular inspections of the building, including but not limited to common storage rooms, bicycle rooms, pump rooms, emergency equipment rooms, electrical and mechanical rooms, and parking areas. He will note any problems and violations, and take the appropriate action to correct them.

6.3.5 During an emergency evacuation he will follow the procedures outlined in the **Evacuation Instructions** Section of this document and assist the Alexandria Fire Department, Police or other local authorities, as directed by them, until the emergency has passed. When the emergency has passed he

should coordinate with the Fire Chief or Incident Commander for the orderly return of residents to the building.

6.4 All **Tenants** at the Sentinel of Landmark, residential and commercial, are responsible for evacuating the building in an *orderly and disciplined manner* during an emergency situation.

6.4.1 When the warning device is activated leave the building immediately. Do not remain in your unit.

6.4.2 When evacuating pets, keep them controlled by leashing them or putting them in an approved cage. Do not let pets roam free or leave them unattended during an emergency evacuation.

6.4.3 Follow the procedures outlined in the **Evacuation Instructions** Section of this document, and the directions given to you by your building evacuation authorities, Fire Department, Police and other officials.

7 Evacuation Instructions

7.1 In the event of an emergency all residential and commercial tenants and guests are instructed to follow the instructions outlined in this section. Tenants are reminded that emphasis should be placed on an *orderly and disciplined evacuation* rather than speed.

7.1.1 Close all windows and balcony doors, and turn off all electrical appliances.

7.1.2 Leave your unit closing the door behind you. Remember to take your keys with you.

7.1.3 Notify other nearby occupants, and sound the building alarm system by activating an emergency pull station. Pull stations are located adjacent to all stairwell exits on each floor.

7.1.4 Exit the building following the directions summarized in the **Method of Evacuation** Section of this Evacuation Plan and Emergency Program.

7.1.5 Once clear from danger notify the Fire Department. Dial **911** from a telephone in a safe location and give the emergency operator or dispatcher the following information in a calm and coherent manner. Do not remain in a hazardous situation and do not assume that someone else has called.

7.1.5.1 Briefly describe the emergency situation.

7.1.5.2 Give the building name and address as:

6300 Stevenson Avenue
Sentinel of Landmark
Unit number or specific location of emergency
Alexandria, Virginia

7.1.5.3 Give the telephone number and location you are calling from.

7.1.5.4 Remain in a safe location until the Fire Department Incident Commander notifies you that it is safe to return to the evacuated floors.

8 Method of Evacuation

8.1 The evacuation of all floors involved in an emergency situation shall begin immediately when the warning device has been activated. The method of evacuation shall be the stairwells and marked exits governed by the location and nature of the emergency. ***Do not use the elevators during an evacuation.*** Evacuation will be by the nearest street level exit: proceeding to the sidewalk at the front of the building, nearest to the street. Stay clear of all building entrances and entrances to the parking lot. Do not block passage for emergency vehicles, equipment, and personnel.

8.2 If the emergency situation is a fire, there are additional procedures and precautions that should be followed. Prior to opening any door, feel the door before opening. If it is hot or if smoke is seeping through it, ***do not open the door.*** Find an alternative exit. If in smoke, stay low to the floor where the air is cleaner and take short breaths. Once out of the smoke proceed at a more normal pace. If you become trapped, keep the door closed and seal the cracks with wet towels, sheets, or blankets. Close as many doors as possible between you and the fire. Then go to the nearest window or balcony and hang a sheet as a signal for help. Keep the window or balcony door open to let in fresh air. Do not break the glass. Stay calm; do not panic or jump.

8.3 No person will be permitted to return to the evacuated floors until it has been declared safe by the responsible authorities. In most circumstances the responsible authority will be the Fire Department Incident Commander.

8.4 Moving vehicles in the vicinity of an emergency interfere with rescue operations, and pose a hazard to evacuated residents and bystanders. Do not move a vehicle in the parking lot or in the areas around the incident site.

9 The Disabled and Elderly

9.1 The Management Office at the Sentinel of Landmark is charged with keeping a record of all tenants having any disability which may prevent them from evacuating the premises in an emergency situation. It is the responsibility of any such tenant to notify the Management Office that their name should be included in these records prior to an emergency situation. The records of the disabled and elderly shall include the tenants' name, unit number, and special considerations for evacuation. They are to

be stored in the Fire Department lock box located adjacent to the meter room near the west side loading dock.

9.2 During an emergency evacuation a representative of the Sentinel of Landmark Management shall present the list of disabled and elderly tenants to the Fire Department Incident Commander immediately upon arrival.

9.3 If a disabled or elderly person is able to evacuate during an emergency without endangering them self or others he should do so. Once in a safe location they should notify any emergency evacuation authority of their safety.

9.4 If a disabled or elderly person is not able to evacuate in an emergency situation, that person is directed to find a safe location and call **911**. Give the following information to the emergency operator or dispatcher in a calm and coherent manner. Do not remain in a hazardous situation and do not assume that someone else has called.

9.4.1 Briefly describe the emergency situation.

9.4.2 Give the building name and address as:

6300 Stevenson Avenue

Sentinel of Landmark

Alexandria, Virginia

9.4.3 Give the telephone number and location you are calling from.

9.4.4 Give information regarding your disability and state that you are unable to evacuate.

9.4.5 Stay calm, and remain in a safe location until the Fire Department can locate you or notify you that it is safe to return to the evacuated floors.

10 Fire Drill Exercises

10.1 The Building Safety Director will coordinate and execute annual fire and evacuation drills. This section details the fire drill procedures as required by the Alexandria Fire Department. The Fire Department recommends that a Fire Marshall be present during the fire drill exercise.

10.1.1 A fire drill exercise will be held once each year. It is to be held on a weekday, not a holiday, and will be conducted only between the hours of 09:00 am and 03:30 pm.

10.1.2 Notify all residents in writing twenty-four hours prior to a fire drill exercise or any other time the fire alarm system is to be tested.

10.1.3 Forty-eight hours prior to the fire drill exercise contact the Alexandria Fire Marshall Office at 838-4360 to arrange for a Fire Marshall to be present.

10.1.4 Notify the Fire Communications Center at 838-4660 five (5) minutes prior to the commencement of the fire drill exercise and provide the following information:

10.1.4.1 Give the building name and address as:

6300 Stevenson Avenue

Sentinel of Landmark

Alexandria, Virginia

10.1.4.2 The exact location (room and floor) of the drill.

10.1.4.3 The time the drill will be conducted.

10.1.4.4 Whether the drill will be initiated by the fire alarm system or a verbal report.

10.1.4.5 Give your full name and telephone number where you can be reached during the fire drill exercise.

10.1.5 **Do not** notify the central station monitoring facility that is monitoring the Sentinel of Landmark condominium complex. This will test the monitoring functions of the alarm system and the monitoring facility.

10.1.6 The Building Safety Director may initiate the fire drill exercise by whatever means he chooses. He may activate the fire alarm system or notify selected staff verbally; giving them the same exact location as was given to the fire communications center.

10.1.7 Carry out the normal emergency evacuation plan described in this document. Note the time the fire drill exercise was initiated, and the time lapse between the initiation of the drill and the time the Fire Department received the call. The time lapse is a crucial measure of the success of the fire drill exercise.

10.1.8 Notify the Fire Communications Center at 838-4660 within five (5) minutes of the conclusion of the fire drill exercise to report the "all clear" and to ascertain any problems associated with transmitting the fire alarm system by the Sentinel of Landmark staff and/or the monitoring facility.

10.1.9 Evaluate the performance of the drill and critique the performance of the exercise.

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