

IMPORTANT
LIFE SAFETY INFORMATION
~ Please Read ~

**James/Kilmer Resident
Emergency Procedures**

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Be Prepared for Safety

There are several things you can do to ensure your own personal safety in a high-rise living environment. Take a few steps now to save lives later.

- **Read this document** at least once. Discuss with all and family members.
- **Know where your emergency exits are** and what they look like inside the stairwells. Be familiar with the layout. Some people even practice a drill where they count the steps to the exit door in case of heavy smoke or darkness, so they can find their way when the emergency actually happens. You can also count doors, as you maybe obliged to crawl on your knees to exit.
- **Fire hoses and Fire Extinguishers are located in the stairways at James House.**
- **Notify the Management office NOW if you require any kind of special assistance or have any questions about these instructions. This information is vital to emergency personnel.**

By Law you must have:

- Smoke detectors in your unit – 1 per bedroom
- Functioning automatic door closers on unit door to corridor

In addition, each unit should have an emergency kit:

Put these items near the front door or phone so you are ready in any emergency. Make sure you check your batteries twice a year and know how to use any special equipment.

- Fire extinguisher
- Flashlight
- 2" Duck Tape (tape off air vents/gaps in doors in case of fire)
- Whistle (to alert someone of your location)
- Battery operated radio
- Copy of emergency phone numbers and contacts

Make sure you have at least one phone that is NOT dependent on electricity to function. (Regular phone that does not plug in to power)