

# **Emergency Procedures Update**

from Norm Salzberg

## **Emergency Evacuation Plan**

The following Emergency Evacuation Plan for the third floor facilities (Computer rooms, Table Tennis, and Fitness Center) has been established by Security, PCM, GRF and the Recreation Department,

### **When the Fire Alarm sounds:**

- All ambulatory persons go down the closest stairwell to the first floor and out the back doors. Elevators are not to be used.
- Floor Captains from both the Fitness Center and TV-6 sweep the third floor to ensure ambulatory visitors go down the stairwell.
- Trained Fitness Center personnel, if available, will assist non-ambulatory persons down the stairs.
- Those unable to negotiate the stairs will be told to remain in the room and wait for Fire Dept. personnel to evacuate them.
- If no Floor Captains are present, those reaching the first floor should notify the on-duty security officer and the Fire Dept. of persons still on the third floor.
- Fire Dept. personnel will get non-ambulatory people down the staircase.
- **The Weekend, Holiday, and after 6:00 PM Sign-in/Sign-out Log in the Lobby, kept by Security, will help to determine if any non-ambulatory visitors may still be on the third floor.**
- **The Workshop and Learning Center will be included in Quarterly drills.**

**The Emergency Evacuation Plan for the Community Center will be posted.**

## **ONE LINERS**

My second favorite household chore is ironing. My first being, hitting my head on the top bunk bed until I faint.

Erma Bombeck-

Old age ain't no place for sissies.

Bette Davis-

The phrase "working mother" is redundant.

Jane Sellman-