

LOOKOUT CONDOMINIUMS EVACUATION PROCEDURE

In the event of an emergency call 911.

Evacuation drills are unannounced and are usually performed with the assistance and cooperation of the local fire department. Be prepared in the event you have to evacuate during an emergency.

When fire alarm strobes and horns are activated. All tenants and owners are responsible for:

Immediately stopping whatever you are doing when the alarm is activated and proceed to the nearest exit. Do not go back to your unit to retrieve articles

Being familiar with the emergency egress routes for your particular area to use in the event of a fire or other disaster

Reporting to a rally point outside of the building by the pool area.

Keeping all exits and aisles clear for passage

Informing visitors of the sites evacuation procedures and escorting them to the nearest exit and rally point

Following the directions of the evacuation coordinators (Property Manager and BOD Members) as they assist in clearing the facility

Do not use the elevator

Assisting emergency response personnel by not blocking fire lanes or roadways

Evacuation Coordinators: Condominium Property Manager and any available Board of Director member

Are responsible for assisting in the safe and orderly evacuation of the Lookout in the event of an emergency.

Direct tenants/owners/visitors to emergency exits.

Report to the emergency/security personnel anyone remaining in the building by choice or who need assistance.

Direct personnel to the designated rally points – either the pool area or behind the tennis courts and wait for the "all-clear" signal from the emergency/security personnel.

After the evacuation, provide feedback including any problems encountered and the performance of the alarm systems.

Following these simple guidelines will greatly increase the safety of your neighbors, emergency response personnel, and you in the event of a real or scheduled exercise where the "emergency evacuation" of the Lookout is warranted. Never put yourself at risk and do not enter any area where fire or smoke is present.

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