

FREEDOM PLAZA

SUN CITY CENTER

SAFETY & EMERGENCY INFORMATION

PLAZA BUILDING and GVT BUILDINGS

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Angie Roher E.D.

LIST DATES OF ANNUAL UPDATES BELOW:

This booklet was written by the following Residents:

Plaza Building Residents: *Bob Cobe and Carl Wales*

GVT Buildings Residents: *Bob Chapman and Bob Youngblood*

Approved by: *Angie Roher (Executive Director)*

Siby Thadathil (Director of Maintenance)

SUGGESTIONS FOR IMPROVEMENTS, ADDITIONS, OR CORRECTIONS
SHOULD BE SUBMITTED TO THE DIRECTOR OF MAINTENANCE.

NOTES AND OTHER INFORMATION

YOUR SAFETY IS OUR PRIME CONCERN (1)

THIS IS AN OVERVIEW OF WHAT IS PROVIDED FOR YOUR SAFETY

The Freedom Plaza Main building has a **Front Desk** at the main entrance covered around the clock **24/7** with personnel including a trained **EMT**.

This **On-Premise EMT** may be summoned by phone or by Emergency Pull Cords. When the cords are pulled any time of day or night, Front Desk personnel will call first to inquire the nature of the emergency and dispatch the EMT, if required. If the phone is not answered, the EMT will automatically be dispatched and, if further assistance is needed, services such as an ambulance will be summoned. Every morning we check that you are “up and moving” between 5:00 AM- 10:00 AM with a passive wall mounted motion detector that indicates to the Front Desk that you are moving. If you have not “signed out” at the Front Desk that you will not be “home” that day and no motion is detected by 10:00 AM, the Front Desk will call your apartment. If no one answers the EMT will check your apartment.

Every Morning please enter your Master Bathroom between 5:00 AM and 10:00 AM Every Day, Seven (7) days a week

PLAZA: The Main Plaza Building construction is very high quality, consisting mainly of steel and concrete, which provides for fire and smoke walls between all residences. The building, rated as number two (2) construction, should not be called “hurricane proof, but is constructed to withstand Category 3 hurricanes with sustained winds of one hundred eleven to one hundred twenty nine (111 - 129) miles per hour. Since our elevation is at 37 feet above sea level, we are outside of the coastal evacuation zones.

Complete sprinkler coverage and fire and smoke detectors are in individual apartments and common areas and are monitored 24/7.

Should **FIRE** occur in your fully sprinkler equipped apartment, water will immediately release from the ceiling valves to quickly extinguish the fire.

Should there be **SMOKE** in an apartment, a light and buzzer at the Front Desk will indicate its exact location. Front Desk personnel will first phone that apartment to determine if it is simply burned toast or if it is a smoldering fire. If no one answers, a trained associate will immediately be dispatched to that apartment to evaluate, report the situation, and take appropriate action. Fire Extinguishers are located throughout our facility and there are stairways with emergency generator lighting located at the end of every corridor.

(Please continue on the back of this page)

(SAFETY OVERVIEW CONTINUED)

The **Emergency Pull Cords** are located in every room in the common areas and in every individual apartment in the Living Room, Bed Rooms, and Bath Rooms. A wearable pendant to cover you inside your apartment and our entire outside campus area may be purchased. When activated, this will notify the Front Desk of your location and result in the EMT or other trained personnel dispatched to assist you. The system is regularly tested to verify that is working and providing sufficient coverage.

***Should a power outage occur, our back-up, weekly tested, generators will produce power for all Plaza elevators, both our emergency SwiftReach communication system and the fire suppression system, many hallway and stairwell lights, plus a light inside your apartment by your front door.*

GVT: Construction of the 6, 3-Story GVT buildings is metal studs, concrete block, and wall board. Floors are separated by concrete flooring, interior apartment walls are separated with metal studs and wall board, and all apartments have metal front doors. Being very solidly constructed with exterior cinder block walls each GVT building is rated to withstand a Category 2 Hurricane with winds up to 110 mph.

Every apartment and all common areas have sprinklers and smoke detectors to signal any problems to a monitoring station covering 24/7.

Emergency Pull Cords are located ONLY in the Bath Rooms of GVT apartments.

GVT residents are given wearable pendants to cover you inside your apartment and our entire outside campus area.

SECURITY OF OUR BUILDINGS

(2)

PLEASE DO YOUR PART TO KEEP EVERYONE SAFE AND SECURE

All apartments and all entry doors in all buildings are equipped with electronic locks. Each resident is issued a personal Key Card which provides access to ALL of the entry doors to your building but access ONLY to YOUR apartment.

No outside person or family member will be allowed to enter your apartment without your consent. You may, also, request in writing that NO ONE is allowed in your apartment if you are not present.

Do not lend your Key Card, give it out, put your name or apartment number on it, or lose it. The same applies for your individual Mail Box Key. Be sure to close all doors securely when you enter or leave both your apartment or the building and remember to take your key with you.

These guidelines are for your personal protection and safety for your individual apartments.

PLAZA: Security for the entire building requires that all guests and visitors to the Main Plaza Building sign in (and out) at the Front Desk. Additionally, they must wear the stick-on badge that is generated while in the building.

There are cameras located strategically throughout our property and buildings that project their coverage on Front Desk monitors and keep a record for future review.

Our building entrances are covered with the Main Front Entrance Door being monitored 24/7 by personnel close by at the Front Desk. This door is locked at 10 PM and opened electronically by the Front Desk personnel. All six of the Side Entrance Doors are kept locked and can only be opened with Resident's Key Cards. Our two side Loading Doors, #2 and # 5, have the entrance controlled by Keypads with daily password changing capability.

And as mentioned above all Apartment Doors automatically close and lock and can be opened only with the KEY Card for that apartment.

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(SECURITY CONTINUED)

GVT: All the apartments in the six GVT buildings are protected with Automatic Locking Metal Doors that can only be opened with the resident's personal Key Card or by people specifically allowed to enter the apartment (eg. EMT, Maintenance, House Keeping, etc.)

The Front Building Entrance Doors are kept locked and may only be opened by someone inside opening it; a resident using their personal Key Card; a resident entering the resident's 4-digit code on the keypad, or by a resident electronically opening it by pushing the appropriate button on their phone.

***For the security of your entire building,
do not give out your personal 4-digit code.***

The person wanting to enter must contact the resident through the microphone near the entrance door to identify themselves and can be "buzzed in".

The additional four side entrance doors in each GVT building can only be opened with a resident's key. Security of the GVT Buildings is dependent on the outside doors being closed and locked at all times; that your garage door is opened only to allow your car to enter or exit; that your 4-digit code is unique and not disseminated; and that you don't "buzz" open the Front Entrance Door unless you know the person requesting entry.

It is imperative that residents only open the door for people that they recognize, or expect, or who are authorized to enter such as a workman or a person with an expected delivery. It is also important that garage doors are kept closed except when entering or leaving.

OUR FIRE SAFETY SYSTEMS

(3)

THE KEY TO BEING SAFE IN A FIRE IS TO STAY IN PLACE

WHEN THE FIRE DEPARTMENT ARRIVES, THEY TAKE OVER CONTROL OF THE BUILDING

Each of the Freedom Plaza apartments has full sprinkler coverage plus fire and smoke detection systems. In all cases the Front Desk is notified of the issue. If the alarm indicates a fire, the fire department is notified. If there is an actual fire, the Fire Alarm Horns will be sounded; announcements sounded over the speakers in the Plaza Building, and automated phone calls sent by our SwiftReach to resident home and cell phones.

In the case of smoke, the apartment will be called to find out if it was nothing more than burned toast, or if in fact, there is a smoldering fire. If no one answers, a trained associate will be sent to the apartment to evaluate the situation.

The following paragraphs describe the differences in the two systems.

PLAZA: All apartments have full sprinkler, along with fire and smoke detection, coverage plus concrete walls rated for a minimum of 1.5 hours. The automated system will alert the Main Fire Panel at the Front Desk and the Central Monitoring Station. Should there be any smoke in the building or in a particular apartment, a light will flash and a buzzer will sound at the Front Desk indicating the problem.

GVT: The GVT Buildings have sprinklers and fire/smoke alarms throughout that are connected to a 24/7 MONITORING COMPANY. If an alarm is triggered the monitoring company will notify the Front Desk.

DO NOT CALL OR GO TO THE FRONT DESK JUST TO GET INFORMATION

(Calls to the Front Desk tie up the Switchboard that is needed for emergencies)

EMERGENCY ALARMS ARE THE SAME FOR PLAZA AND GVT BUILDINGS

*Always assume the ALARM is for FIRE but it could also be for SMOKE, and only in the Plaza Building it could also be for LOW WATER PRESSURE.

*If the Emergency is **not** FIRE, you will be notified by SwiftReach or Loudspeaker.

**(If it had been a FALSE ALARM or (only at the Plaza Building) LOW WATER PRESSURE in the sprinkler system, there will be announcements to your home and cell phones by our "SwiftReach" announcing system.)*

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(FIRE SAFETY CONTINUED)

EMERGENCY ALARMS ARE THE SAME FOR PLAZA AND GVT BUILDINGS

**THE ALARM FOR AN “EMERGENCY IN A BUILDING” IS
REPEATING LOUD HORN BLASTS**

And

**THE NOTICE FOR “ALL CLEAR” WILL BE SENT TO YOUR HOME PHONE
AND CELL PHONE BY OUR SWIFTREACH ANNOUNCING SYSTEM.**

**THE USUAL TELEPHONE NUMBER TO IDENTIFY SWIFTREACH
813-642-6655**

FIRE EXTINGUISHERS

There are many Fire Extinguishers located throughout ALL of our buildings.

DO NOT Remove the seals or pins except in an emergency.

DO NOTIFY Maintenance or Management to Refill the Extinguisher after use.

INSTRUCTIONS FOR USING A FIRE EXTINGUISHER:

Start about 10 Feet Away from the Fire and **Move in** as the Fire is Extinguished.

Remove the **Pin**, **Aim** at the **Base** of the Fire,

Squeeze Trigger while **Sweeping** the Nozzle **Side to Side** until the **Fire is Out**

DO NOT CALL OR GO TO THE FRONT DESK JUST TO GET INFORMATION
(Calls to the Front Desk tie up the Switchboard that is needed for emergencies)

INSTRUCTIONS IF THERE IS A FIRE

(4)

FOR A FIRE IN THE PLAZA BUILDING or GVT BUILDINGS

PLAZA AND GVT INSTRUCTIONS ARE THE SAME.

STAY WHERE YOU ARE

(Whether you are in your apartment, another apartment, a meeting room or a dining room, stay in place. If in a hallway get into any room or apartment.)

KEEP DOORS AND WINDOWS CLOSED.

PLACE DAMP TOWELS AT THE BASE OF DOOR IF SMOKE IS ENTERING.

WAIT AND LISTEN FOR THE “ALL CLEAR” SWIFTREACH MESSAGE.

DO NOT: Evacuate your apartment or building unless told by the Fire Department.

DO NOT: Leave where you are to get to your apartment or your pet.

DO NOT: Go to or Call the Front Desk for information (*it jams the switchboard*).

DO NOT: Open your Front Door before feeling if it is Hot indicating a Hallway Fire.

DO NOT: Use Elevators (*instead use stairs at ends of halls or near the elevator*).

FOR PLAZA and GVT Residents it is for your safety NOT to attempt to evacuate but to keep the stairways and corridors open to allow the Firemen to quickly carry all their equipment to extinguish the fire.

If you are already outside your building or have been told by the Fire Department to Evacuate, make sure that you and your spouse or partner have agreed where to meet outside so no one goes back to look for the other.

NO SMOKING POLICY

WE ARE TOTALLY SMOKE FREE

**SMOKING IS PROHIBITED IN ALL
OUR BUILDINGS AND OUR PROPERTY.**

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(FIRE INSTRUCTIONS CONTINUED)

IF THE FIRE IS IN YOUR APARTMENT

LEAVE! GET OUT! Grab your key if it's handy, shut the door after you exit, go down the hall into a neighbor's apartment, and call the front desk (633-1992) even though the system should have automatically notified them of the location.

IF IT IS ONLY SMOKE FROM BURNING FOOD IN YOUR APARTMENT

OPEN WINDOWS. In the Plaza Building, also open your lanai.

CALL the FRONT DESK (633-1992) to notify them even though the system should have already done that.

DO NOT OPEN YOUR FRONT HALLWAY DOOR
(Because the smoke could set off the MAIN SMOKE ALARM)

IF THERE IS A KITCHEN FIRE WHILE YOU ARE IN A PLAZA DINING ROOM

LEAVE using the exit doors that open directly outside.

BE CAREFUL: the ground might be grassy and uneven, and it could be dark.

DO HELP others with walkers, wheel chairs, and scooters.

HURRICANE INFORMATION AND INSTRUCTIONS (5)

BE RESPONSIBLE BY BEING PREPARED FOR THE HURRICANE

MANAGEMENT WILL DO ITS PART, BUT YOU NEED TO DO YOURS

While your safety and comfort are a priority of Freedom Plaza Managers and Associates, Residents must also take an active role in planning for their own needs should a Hurricane arrive. This is imperative because a major storm could cause a power loss and disrupt our water and other services for many days.

Hurricane season is from June 1 through November 30. While we cannot be considered to be "hurricane proof", our Plaza Building was constructed to withstand a Category "3" Hurricane and GVT Buildings a Category "2" Hurricane.

You will first hear about the approach of a threatening storm through radio and television with Advisories issued by the National Hurricane Center's website. Freedom Plaza has special radio receivers tuned to these weather broadcasts at all times to alert us about impending storms. Management will initiate internal communications, informational flyers and updates, and have Town Meetings as needed.

Storms have these Categories and Descriptions:

Tropical Depression: Closed circulation at surface. Highest wind under 39 MPH.

Tropical Storm: Strong circulation and winds 39 – 73 MPH.

Hurricane Watch: Hurricane conditions are possible, BUT MAY NOT STRIKE.

Hurricane Warning: Winds of at least 75 MPH expected to last 12 – 24 hours.

Category 1: Minimal Damage, winds 74 - 95 MPH

Category 2: Moderate Damage, winds 96 -110 MPH

Category 3: Extensive Damage, winds 111-129 MPH

Category 4: Extreme Damage, winds 130-156 MPH

Category 5: Catastrophic damage, winds over 157 MPH

**EMERGENCY VEHICLES (Fire Trucks, Ambulances, Police Cars)
ARE NOT OPERATED IN WINDS OVER 35 MILES PER HOUR**

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(HURRICANE INFORMATION CONTINUED)

HOW TO “WEATHER” A HURRICANE

BEFORE the Hurricane Season:

- ***Stock up** with the items on the following page.
- ***Freeze** a cup of water, place a quarter on it, pour a tiny more water on the quarter and freeze, and check if the quarter is still on top after a power outage.
(If the quarter is not on the top after the power outage, then dispose of all of the freezer items.)

DURING a Hurricane;

- ***Stay calm** and stay away from windows.
- ***Do NOT** use electrical appliances.
- ***Turn** all stove controls to the “**OFF**” position.
- ***Unplug** small appliances you may have been using (Iron, Coffee Maker, etc.)
- ***Don’t** be fooled by a brief calm period or lull in the winds because the Center, or “Eye” of the Hurricane may be passing over and as it leaves our area, winds will increase rapidly from the opposite direction.
- ***Wait** for the official word that the danger is over.
- ***Use** your telephone for **emergency calls only**. *(Text messages are best)*.

A Safe Place in the **Plaza Building** during a Hurricane is in your apartment bathroom which is close to the center of the buildings, or in the main corridor as the end hallway windows are sealed with hurricane film and tape.

A Safe Place in the **GVT Buildings** is either the 2nd or 3rd floor Hallways because they have no windows.

AFTER the Hurricane passes:

- ***Do not drive** unless absolutely necessary to allow for emergency vehicles.
- ***Beware** of possible danger from snakes, animals, and insects that may have been driven to higher ground.
- ***Wait** for official word before resuming using the water if a breakdown has occurred during the storm.
- ***Watch out** for spoiled food in the refrigerator and freezer if there was a power outage.
- ***Dispose** of all items in your refrigerator and any defrosted freezer food, if power was out more than 24 hours,

PREPARATION FOR A HURRICANE

(6)

BEING PREPARED WITH THESE SUPPLIES IS THE BEST SOLUTION

WATER: Six (6) gallons per person. Three (3) for drinking; three (3) for flushing toilet. Store some individual plastic water bottles in the freezer for need and keeping the freezer cold.

RADIO: Battery powered.

FLASHLIGHTS: for moving about and a **LANTERN** for illuminating larger areas.

BATTERIES: Extra ones for each size your equipment requires.

CELL PHONE: Fully charged phone, automobile charger, possibly a spare charged battery.

CAN OPENER: Hand operated, not electrical.

NON-PERISHABLE FOODS: Foods in Cans or Jars (peanut butter, jam, tuna fish, milk, etc.).

FIRST AID KIT: Check the contents and stock it, if necessary.

MEDICATIONS: Two (2) week supply of each, if possible.

TRASH BAGS: At least six (6) 30- gallon size.

PAPER and PLASTICS: Plates, cups, napkins, forks, spoons, knives.

PAPER TOWELS and TOILET PAPER: Four (4) rolls of each.

SANITIZING WIPES, HAND SANITIZER, and Flushable CLEANING WIPES.

EMPTY GALLON JUGS or 5 GALLON WATER HOLDER.

TUB STOPPER: For filling the tub with water for toilet flushing.

PET SUPPLIES: Food and Litter, if you have a pet.

LINENS and SUPPLIES: Blankets, towels, pillows.

STORM CLOTHING: Rain coat or jacket, rain hat, hand umbrella, golf umbrella.

LAPTOP or TABLET: Keep their batteries fully charged.

OXYGEN USERS: Extra tanks for at least three (3) days coverage; Back up and charged battery for portable Oxygen concentrators.

CASH: Keep a reasonable amount of bills in amounts not greater than 20's in case ATM's and Credit Cards are not working due to power outages.

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(HURRICANE PREPAREDNESS CONTINUED)

AUTOMOBILE: Keep gas tanks three-fourths ($\frac{3}{4}$) full during hurricane season; keep up-to-date with maintenance; maintain proper tire pressure; preset navigation settings to locations where you might go.

DOCUMENTS: Store originals of important documents in a safe, dry place. Make copies of important documents and place in plastic bags for potential travel.

LANAI: Move furniture and other unsecured items from your lanai or Florida room into your apartment. (Freedom Plaza Associates may be able to help, if necessary.)

UPDATES: Keep your family and friends informed of your well-being and location.

IF YOU PLAN TO LEAVE:

*Notify the Front Desk (813-633-1992) when you are leaving, where you are going, and your expected return.

*Leave before the Hurricane "hits".

***Sign out when you leave.**

IF YOU PLAN TO STAY HERE:

Some services will be curtailed depending on the storm's severity.

Most Hurricanes do NOT come close, but should we have a Category 4 or 5:

PLAZA Residents may be requested to leave their apartments and move to a lower floor or to the Atrium. Be prepared to bring a blanket, pillow, flashlight, bottle of water, and medications.

GVT Residents may be notified if they, too, need to move to lower floors, inner hallways, or need to be transported to the Plaza Building.

DEALING WITH POWER OUTAGES

(7)

BE SAFE BY BEING PREPARED IF THE POWER GOES OUT

Tampa Bay is often called a “lightning capital” due to the frequency and intensity of its lightning storms. Resulting weather-related power outages may last anywhere from seconds to hours and usually cause more inconvenience than damage. Whether you live in the Plaza Building or a GVT Building you need to have readily accessible flashlights and lanterns, plus extra batteries.

When a power outage occurs, turn off all stove controls and unplug appliances like irons or coffee makers to make it less likely these appliances will cause a fire when power is restored and reduce stress on the power grid from electrical surge.

PLAZA: The Plaza Building generator, fueled by natural gas, will power ALL six elevators; the Fire Alarm Monitoring, Sprinkler Fire Detection and Suppression, and Emergency Communications (SwiftReach) Systems; the Emergency Exit Signs; Hallway and Stairwell Lighting; and Emergency Common Areas Lighting in the Atrium, Meeting Rooms, and Dining Rooms. The generators will start automatically but usually have a 30 second start-up delay.

In the unlikely event of any lost power, the elevators will gently descend to the 1st floor and the doors will open.

There are some Specific Electric Outlets in the building that will have power for Emergency Use Only, such as Machines for producing Oxygen. It is recommended that you have extra batteries for short term, and emergency Oxygen Tanks available for possible long-term needs.

Make a point to determine in advance if and when you may use these outlets and where they are located.

Each apartment has a ceiling light near the front door controlled by flipping a switch near the door. This is the only light illuminating your apartment during an outage, so it is important to have working flashlights available also.

Nothing electrical including your refrigerator, air conditioning, appliances, or wall outlets will work during the outage until the power is restored.

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(POWER OUTAGES CONTINUED)

GVT: Electricity for the six GVT buildings comes from the South Bay Hospital power grid. Each of these buildings has its own generator powered by propane tanks. These generators will run for about 2 days depending upon the load, but it is highly unlikely that the propane tanks may be refilled in a timely way. Since GVT and the Plaza use different grids, they both may lose power or just one of them might, so while they both have generators, different circuits will operate in each.

The GVT generators will power Hallway and Stairwell lights, Exit Signs, and the Exterior Doors. These items will stop working, however, when the generator runs out of propane; notable exceptions are Bathroom Pull Cords and Exterior Doors.

The Bathroom Pull Cords are powered from the Plaza building system.

The Exterior Doors have a battery backup system which powers the door for a short time before the doors automatically unlock. There is an Emergency Ceiling Light inside the front door of each apartment, but it is battery powered, turns on automatically, and only lasts about 2 hours.

The items that will not work are the Elevators, Air Conditioning, all Electrical Appliances, Electrical Switches and Outlets in the apartments, and Car/Golf Cart Garage Door Openers.

*The car garage door can be manually opened from the inside by using the door from the hallway to enter the garage and pulling the release cord hanging from the ceiling and lifting the garage door.

*However, a Maintenance Department key is needed to open the golf cart garage from the outside because it has no interior door.

(In a recent hurricane event, power was lost from some, but not all, power feeds into GVT buildings. As a result, some receptacles had full power, some reduced power, and some no power at all. Residents were able to maintain power to their refrigerators using heavy duty extension cord connected to a receptacle with full power. If this occurs again, you will need a heavy duty 3-pronged 14-gauge extension cord rated at 15 amps. It could be worth trying.)

(a) RESIDENT RESPONSIBILITIES (8)
PLUS
(b) ACTIVE SHOOTER AND (c) TORNADO

**FREEDOM PLAZA WILL DO AS MUCH AS POSSIBLE
FOR YOUR SECURITY AND SAFETY**

RESIDENTS MUST HELP BY TAKING RESPONSIBILITY FOR THESE ITEMS

TWO FORMS must be completed at the Front Desk whether you live in the PLAZA BUILDING or one of the GVT BUILDINGS.

The first form, “**Freedom Plaza – Off Campus Form**”, is needed when you are going to be away for a single overnight or a longer vacation. This form enables the Front Desk to keep a list all residents who are away from their apartments. Front Desk personnel, then, know not to call those apartments or to send the EMT to check on its residents.

(If you are not on that list of residents “off campus”, when the bathroom motion detector indicates that there is no one up and moving in your apartment, dispatching the EMT to check on your safety and well-being is an unnecessary “false alarm”.)

Remember: if you are going on a vacation, many services can be performed by Personalized Living at your request.

The second form, your “**Emergency Medical Form**”, is used for your personal safety and is kept secure at the Front Desk. It should always be updated with your current information including physicians, hospital preference, medical insurance, medications, power of attorney, address and/or telephone changes to family or responsible parties, etc. This form is used by emergency personnel when assisting any medical situations that you might experience. A copy of this form is given to the ambulance driver if you need to be transported by ambulance for a medical emergency.

(Continue on the back of this page for ACTIVE SHOOTER AND TORNADO)

ACTIVE SHOOTER AND TORNADO

(8 b & c)

HOW TO PROTECT YOURSELF AGAINST AN ACTIVE SHOOTER

An Active Shooter is a new potential emergency for which you need to know how to protect yourself. You are more at risk in places other than Freedom Plaza such as a market, restaurant, or place of worship, but you need to respond the same.

AWARENESS is your best protection.

Be aware of where you are, the people around you, and where are the exits and doorways to get out of the building or into a room to hide or protect yourself.

If possible, park your car facing away from the building so you will be heading away from it when you leave, should there be a problem.

THE BASIC STEPS to protect yourself are listed in order of their importance.

RUN or, at least, move as quickly as possible away from the “action” or noise.

HIDE so that you can't be seen, which may mean entering another room and barricading the door with anything you can move.

FIGHT by finding any objects that you can throw, swing, or hit the shooter.

DON'T BE BLOWN AWAY BY A TORNADO

Tornadoes in Florida are rare, but happen occasionally, often with little warning.

You cannot prevent them from happening nor really prepare for them, but you can be aware of how to best protect yourself from harm.

INDOORS is safer than being outdoors.

LOWER FLOORS are safer than floors higher up.
(Basements are best, but rare in Florida).

INNER WALLS are safer than outside walls.

ROOMS WITHOUT WINDOWS are safer than ones with windows.

GOOD CHOICE: Closet or bathroom without windows on the 1st or 2nd floor.

EMERGENCY PROCEDURES OUTLINE

(9)

EMERGENCY SIGNAL: WILL BE CONTINUOUS LOUD HORN BLASTS
ALL CLEAR SIGNAL: WILL BE A SWIFTREACH MESSAGE TO YOUR PHONES

FIRE: SAFETY KEY: STAY IN PLACE

IF FIRE IS IN THE BUILDING

- 1) **STAY Where You Are** If you are in your apartment, another apartment, meeting room, dining room
- 2) **GO to a Nearby Apartment** if you are not in an apartment
- 3) **KEEP Doors and Windows Closed**; Place a damp towel over the space at the bottom of the door
- 4) **WAIT for the All Clear Signal**

IF FIRE IS IN YOUR APARTMENT

- 1) **LEAVE! Get Out! Grab your Keys! Shut the Door** after you Exit
- 2) **GO to a Neighbor's Apartment** and Stay There
- 3) **CALL the Front Desk to Report the Fire** (633-1992)
- 4) **WAIT for the All Clear Signal**

IF SMOKE IS ONLY IN YOUR APARTMENT

- 1) **OPEN Room and Lanai Windows**
- 2) **DO NOT OPEN the FRONT DOOR**

HURRICANE: SAFETY KEY: BE PREPARED AND STAY CALM

IF YOU PLAN TO LEAVE,

DEPART WELL BEFORE THE HURRICANE ARRIVES

- 1) **NOTIFY THE FRONT DESK WHEN AND WHERE YOU ARE GOING AND SIGN OUT**
- 2) **FILL Your GAS TANK with GAS and Your WALLET with CASH**
- 3) **FILL Your PRESCRIPTIONS**
- 4) **STORE Your DOCUMENTS in a DRY and SAFE PLACE**
- 5) **COPY IMPORTANT DOCUMENTS and PLACE in a PLASTIC BAG for TRAVEL**

IF YOU PLAN TO STAY,

PLAN TO MOVE TO LOWER FLOOR ROOMS AWAY FROM WINDOWS

- 1) **FILL Your GAS TANK with GAS and Your WALLET with CASH**
- 2) **FILL Your PRESCRIPTIONS**
- 3) **CHARGE Your CELL PHONE and KEEP it CHARGED**
- 4) **STORE Your DOCUMENTS in a DRY and SAFE PLACE**
- 5) **STOCK FLASHLIGHTS, BATTERIES, and WATER (6 gallons) for each person**
- 6) **FOLLOW the LIST of SUPPLIES in the MAIN HURRICANE SECTION**

ACTIVE SHOOTER: SAFETY KEY: AWARENESS IS YOUR BEST PROTECTION

- 1) **RUN or at least MOVE QUICKLY as possible AWAY FROM the ACTION or NOISE**
- 2) **HIDE so that YOU CAN'T BE SEEN, which may mean ENTERING ANOTHER ROOM**
- 3) **BARRICADE the DOOR with ANYTHING YOU CAN MOVE**
- 4) **FIGHT with ANY OBJECTS YOU CAN THROW, SWING, OR HIT THE SHOOTER**

TORNADO: SAFETY KEY: INSIDE, LOWER FLOORS, AWAY FROM WINDOWS

- 1) **QUICKLY LOCATE Near an INSIDE WALL and WAIT for an ALL CLEAR ALARM**

EMERGENCY PROCEDURES OUTLINE

EMERGENCY SIGNAL: WILL BE CONTINUOUS LOUD HORN BLASTS
ALL CLEAR SIGNAL: WILL BE A SWIFTREACH MESSAGE TO YOUR PHONES

FIRE: SAFETY KEY: STAY IN PLACE

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IF FIRE IS IN YOUR APARTMENT

- 1) **LEAVE! Get Out! Grab your Keys! Shut the Door** after you Exit
- 2) **GO to a Neighbor's Apartment** and Stay There
- 3) **CALL the Front Desk to Report the Fire (633-1992)**
- 4) **WAIT for the All Clear Signal**

IF SMOKE IS ONLY IN YOUR APARTMENT

- 1) **OPEN Room and Lanai Windows**
- 2) **DO NOT OPEN the FRONT DOOR**

HURRICANE: SAFETY KEY: BE PREPARED AND STAY CALM

IF YOU PLAN TO LEAVE,

DEPART WELL BEFORE THE HURRICANE ARRIVES

- 1) **NOTIFY THE FRONT DESK WHEN AND WHERE YOU ARE GOING AND SIGN OUT**
- 2) **FILL Your GAS TANK with GAS and Your WALLET with CASH**
- 3) **FILL Your PRESCRIPTIONS**
- 4) **STORE Your DOCUMENTS in a DRY and SAFE PLACE**
- 5) **COPY IMPORTANT DOCUMENTS and PLACE in a PLASTIC BAG for TRAVEL**

IF YOU PLAN TO STAY,

PLAN TO MOVE TO LOWER FLOOR ROOMS AWAY FROM WINDOWS

- 1) **FILL Your GAS TANK with GAS and Your WALLET with CASH**
- 2) **FILL Your PRESCRIPTIONS**
- 3) **CHARGE Your CELL PHONE and KEEP it CHARGED**
- 4) **STORE Your DOCUMENTS in a DRY and SAFE PLACE**
- 5) **STOCK FLASHLIGHTS, BATTERIES, and WATER (6 gallons) for each person**
- 6) **FOLLOW the LIST of SUPPLIES in the MAIN HURRICANE SECTION**

ACTIVE SHOOTER: SAFETY KEY: AWARENESS IS YOUR BEST PROTECTION

- 1) **RUN or at least MOVE QUICKLY as possible AWAY FROM the ACTION or NOISE**
- 2) **HIDE so that YOU CAN'T BE SEEN, which may mean ENTERING ANOTHER ROOM**
- 3) **BARRICADE the DOOR with ANYTHING YOU CAN MOVE**
- 4) **FIGHT with ANY OBJECTS YOU CAN THROW, SWING, OR HIT THE SHOOTER**

TORNADO: SAFETY KEY: INSIDE, LOWER FLOORS, AWAY FROM WINDOWS

- 1) **QUICKLY LOCATE Near an INSIDE WALL and WAIT for an ALL CLEAR ALARM**