

Emergency Conditions and Basic Resident Response Guide

PROBLEM	DESCRIPTION	INITIAL RESPONSE	SECONDARY RESPONSE	FOLLOW-UP
Medical Emergency	Self sustained injury or resident found injured, unresponsive and/or not breathing	Pull you PULL CORD or call the front desk with the location of incident and symptoms	DO NOT attempt to lift a resident who has fallen. Relay any vital information to EMT and Paramedics	
Fire Alarm (Clubhouse)	The fire alarm is active in the Clubhouse	Evacuate the clubhouse immediately	Evacuate horizontally to neighboring building or exit outside	Wait for the "ALL CLEAR" from Littleton Fire
Fire Alarm (in your home)	The fire alarm is sounding in your apartment, however the fire/smoke is NOT in your home	Shelter in Place: stay calm and remain in your home. Do not call the front desk or pull your emergency pull cord <u>unless you are in the need of medical attention.</u>	Keep your front door closed. If smoke is coming in under the front door, place a wet towel or blanket at the bottom of the door. Await the 1st Reverse 911 call.	Continue to Shelter in place and wait for a 2nd Reverse 911 call with further directions.
Fire (in your home)	Visual sight or smell of fire and smoke <u>in your home.</u>	Evacuate immediately and contain the fire/smoke in your home by closing the front door.	Evacuate to the nearest stairwell.	Speak to Littleton Fire Fighters and WCD Security about the incident.
Burnt Food (in your home)	Burnt food that poses no risk to your home and belongings or the building	Do not open your front entrance door	Air out your apartment by opening windows, turning on bathroom vents, and Microwave vent.	Dispatch will contact you if you need assistance clearing out the smoke
Severe Thunderstorm Watch	Heavy rains, possible hail and/or high winds, and lighting. Tornado watch and warning may follow.	Secure outdoor objects and stay indoors. Close windows, blinds and drapes, and stay away from windows.	Listen for weather updates, and refrain from going outside or near windows.	All Wind Crest buildings are grounded if lighting strikes.
Tornado Warning	Actual tornado funnel has been detected within our immediate area.	Utilize Revers 911 to notify residents to seek shelter in buildings hallways, or to a room in your home that has no windows.	Residents will be notified and discouraged from leaving the property.	Security will attend to resident needs and assess the extent of damages.

Pull Cord Outage

A power outage or computer error has caused the emergency pull cord software to crash and the system no longer works.

Security will send out a Reverse 911 message notifying residents that Pull Cords, Pendants, and Smoke Alarms are not functioning.

If medical attention is needed, residents should contact the Wind Crest front desk via land line or cell phone. A second Reverse 911 message will notify residents the system is fully functional.

Quality assurance checks will be performed on the effected buildings and floors where the outages occurred.

External Hazardous Materials

External hazardous material incident, such as a train wreck, or intentional and malicious release of chemical, biological or radiological contaminants.

Wait from communication from local officials as to the type of response. Shelter in Place when the release is a very fast migrating toxic vapor. Evacuation when the release is a slow migrating toxic vapor.

Close apartment doors and windows and turn off your heating/AC thermostat. Retreat to a room that has no windows. If you retreat to a bathroom, turn on your bathroom exhaust fan. Take a phone with your so you may receive an further Reverse 911 messages.

A 2nd Reverse 911 message will be sent when local emergency officials have determined that toxic levels are no longer a threat. Begin to air out your apartment: open windows and turn on the thermostat fan to "HIGH".

PLEASE NOTE: This Emergency Response Guide was issued by General Services. It has been faithfully copied and placed on the Resident Web Site as a further service to our Wind Crest Residents. It is highly suggested that all residents read it carefully, print it, and place it in a location in your apartment where you can readily find it should it become necessary. Note that "Shelter In Place" means STAY IN YOUR APARTMENT until told otherwise.