

# **MERIDIAN EMERGENCY PROCEDURE GUIDELINES**

## **EARTHQUAKE**

### **RESIDENT ACTION:**

#### **If you are not in immediate danger:**

- Remain in your home until you feel it is safe to leave.
- Try to remain calm.
- Contact your neighbors, especially those you know who may require special assistance.
- The intercoms in the service elevators should work, however staff may not be in a position to respond immediately.

### **STAFF/BUILDING ACTION:**

Elevators will shut down. They will remain down until inspected by a certified elevator inspector.

Without power to the building, the parking garage doors may be shut, if so, vehicles cannot be moved.

If the emergency generator survives the quake, there will be some corridor, stairwell lighting. The emergency system will function normally, two elevators will be able to be operated, once inspected by a certified elevator inspector.

You should be prepared to take care of yourself for up to 72 hours. Emergency assistance could be some time arriving.

## **FIRE WITHIN YOUR HOME**

### **RESIDENT ACTION:**

#### **If you are not in immediate danger:**

- Contact the Concierge, if not contacted already to let them know what your needs are.
- Wait for Instructions from the Concierge

#### **If you ARE in immediate danger:**

- Evacuate your home, move at least 2 floors away  
Using the stairwells at end of each corridor  
(See exit plan)
- Do not use the elevators.
- Remain away from the fire.

### **STAFF/BUILDING ACTION:**

The Concierge will receive your alarm. They Will call you immediately to identify your needs while sending staff to your home.

If there is an actual fire, Staff will proceed as Outlined above.

## COMMON AREA FIRE

### RESIDENT ACTION:

- Use your judgment to determine if it is safer to Remain in your home.
- Stay in your home until advised by staff or the Fire Department; staff by going door to door, the Fire Department over the alarm system speakers.
- Should you determine you should evacuate, Proceed with caution to evacuate the Building, using the stairwells.

### STAFF/BUILDING ACTION:

The Concierge will receive the alarm.

The alarm monitoring company will notify the Fire Department

A recorded message will begin announcing That you should evacuate the floor the fire is on. The announcement will be heard on the affected floor (s) and stairwells.

The alarm siren will sound.

The strobe lights will be activated on the affected floor (s) and stairwells.

*(continued)*

## **COMMON AREA FIRE...cont'd.**

### **RESIDENT ACTION:**

### **STAFF/BUILDING ACTION:**

All the fire doors will close, including the elevator and the end of the hallway doors. When the Fire Department arrives, they will take charge.

*(The sprinklers are activated by temperature - one sprinkler head at a time.)*

## **OTHER DISASTERS**

Residents are advised to use their judgment in following the earthquake and fire guidelines depending upon the nature of the disaster.