

The Board of Directors along with Ameri-Tech Community Management is committed to providing an organized and proactive environment for our Ocean Sands homeowners in the event of an emergency. Many emergency features have been incorporated into the design and construction of the building, which may include but are not limited to; emergency lighting, fire alarm pull stations, fire extinguishers, smoke detectors, and sprinklers.

The emergency procedures and evacuation program has been designed to minimize the chances of injury and maximize the level of responsiveness and preparedness of our homeowners and staff members in the event of an emergency situation.

FIRE AND EMERGENCY EQUIPMENT USE:

When an alarm is sounded, all elevators will automatically descend to the street level, stop, open and become inoperable. Elevator keys are provided at the fire control center for use by the fire department in operating elevators during an emergency. Do not use elevators during an alarm warning. Residents will be required to use stairwells.

FIRE DRILLS AND PRACTICE TEST AND ALERTS:

The Property Manager with the assistance of the on-site office/maintenance staff, will annually conduct a fire drill. Written notice will be given to all residents as to the date and time of the practice fire drill. At the sound of the alarm, all residents will proceed immediately to the nearest fire exit on each floor and convene outside to the specific location outlined in the properties specific emergency procedures. Site personnel and /or the fire department will direct you to safe location.

BUILDING EMERGENCY EVACUATION PROCEDURES:

When an alarm sounds, residents should do the following:

- Exit to the nearest or safest fire stairwell. **DO NOT USE THE ELEVATORS.**

If you should discover a fire, whether in your unit or the common areas, all

residents should do the following:

- Pull the nearest alarm lever to activate the fire alarm system and evacuate via the nearest and safest stairwell.
- Proceed to the designated convening area outside and await further instructions from the personnel and/or the fire department.
- Call 911, then notify the management office or concierge desk.
- Do not re-enter the building until clearance is given by the fire department.

REMEMBER, DO NOT OPEN A DOOR TO THE STAIRWELL IF IT IS HOT!!!

While every effort will be made to assist residents, guests, pets, and staff in evacuating the premises, at no time is it recommended that anyone put themselves or another in danger.

STUCK IN AN ELEVATOR:

If you are stuck in an elevator, follow these four procedures:

- Call the elevator company on the telephone or call box provided in each elevator cab. Describe the problem.
- Do not attempt to open the doors.
- Upon arrival, the elevator technicians can lower the cab to the nearest floor and open the doors from the outside.
- Please remain calm and rest assured that assistance is on the way.

CRIMINAL ACTIVITY

As clearly stated in the condominium documents; at no time is it the responsibility of the Association, Board of Directors, or managing agent to provide security. Every homeowner, guest, contractor and employee is charged with the responsibility of taking the necessary precautions to ensure their own safety.

If you witness or suspect criminal activity, call the police at 911 and then notify the on-site staff at Tower 1.

Suggested measures to be take are:

- Keep all windows and doors locked
- Do not open your door to strangers
- Do not allow unknown individuals to follow you into the building or parking garage
- Do not key unknown individuals up on the elevator
- Report all suspicious activity or persons to 911 and the site staff
- do not leave items lying in your vehicle unattended
- ALWAYS be aware of your surroundings

WATER/SEWER ISSUES

In case of a flood, plumbing leak or sewer back up, call the site staff at the office at Tower 1. They will either refer you to a recommended plumber or refer the problem to a Maintenance Technician.

If possible, please turn the water valve off in your unit immediately to minimize potential damage.

TORNADOES

During a severe thunderstorm or tornado emergency, listen for radio or television bulletins from the National Weather Service. Go to interior hallways or exit stairs. Stay away from outside walls and room with windows. In the event a tornado is imminent; all homeowners, occupants, and site staff are asked to convene in the interior hallways on each floor. Once the storm has passed take extreme caution of falling trees and debris which may have become unstable due to the high winds and rain.

ACCIDENT/ILLNESS

Homeowners should call 911 if an ambulance is required. Provide the building name, street address, and unit number. Advise site staff so that a staff member may meet the emergency crew and rapidly escort them to your location.

POWER OUTAGES

In the event a power outage occurs in the building, the emergency generator will engage and emergency lighting will be provided in the common hallways, stairwell, and most common areas.

Management will contact the utility provider to correct the problem as quickly as possible.

WARNING: It is recommended that all homeowners maintain several battery operated flashlights, blankets, water and other necessary provisions in case of an emergency. **CANDLES ARE NOT RECOMMENDED!** In the event that candles are used, please use extreme caution.

IN CASE OF FIRE:

- DO NOT PANIC. Remain calm.
- Report fire to 911 and then to the front desk.
- If unit is smoky, get on hands and knees (or stomach) and crawl to door.
- Feel doorknob. If HOT, DO NOT open door. If cool, open slowly.
- If hallway is smoky, stay next to wall and count the doors as you crawl to exit stairway.
- DO NOT use any elevators. Elevators will not operate.
- DO NOT prop open doors to exit stairwell.
- Hold on to handrail and walk DOWN exit stairwell.
- If possible pull fire alarm as you evacuate.

IF YOU CANNOT LEAVE YOUR HOME:

- Call 911 first and let them know where you are
- If during normal work hours call the Management Office and let them know where you are.
- Wet sheets, towels, or clothing and stuff them in all cracks around doors and vents.
- Check to see if there is smoke OUTSIDE window. If no smoke and if any window can be opened, hang sheets or light-colored material outside.
- Fill bathtub with cold water for fire fighting.
- Using ice bucket or other container, keep doors and walls wet.

- If unit is smoky, fold a wet towel in a triangle and tie over your nose and mouth, and stay low.
- Make yourself visible to rescue personnel through any window or balcony. DO NOT JUMP!!!!
- Keep fighting fire until help arrives. DO NOT GIVE UP!!!!