

Fire Emergency Guide

Bent Park
Cochituate Village Apartments

Wayland Housing Authority

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Fire Detection Devices: In Your Apartment

All WHA residential apartments have smoke and carbon monoxide detectors, located on or near ceilings. The fire detection devices in your apartment will warn you of smoke but will not automatically notify the Wayland Fire Department. If a fire situation exists in your apartment, you must exit the premises and call 9-1-1 or activate the nearest fire pull station.

Fire Detection Devices: In Common Areas

Your building has smoke and carbon monoxide detectors at the top of the stairs on each building level. The fire detection devices in the common hallways will automatically notify the Wayland Fire Department when activated.

Building Fire Safety Equipment

Your building is equipped with smoke alarms, heat sensors. The CVA has a fire sprinkler system (Bent Park does not). If the fire sprinkler system is activated, the Wayland Fire Department will automatically be notified.

Portable fire extinguishers are located on every level next to each exit and fire alarm pull stations are located next to each exit stairwell.

Evacuation

Every alarm must be treated as a fire emergency. When you hear the fire alarm or if you encounter smoke or fire, take these steps to ensure a safe evacuation of the building.

1. Leave your apartment as quickly as possible, closing your apartment door behind you. Pull the fire alarm next to the stairwell as you exit if the fire alarm is not sounding. Your only responsibility here is get yourself out of the building. The fire department will sweep the entire building and be sure everyone gets out.
2. Use the stairs, not the elevators, to evacuate.
3. Once outside, move away from the building to the patio, or designated meeting place, or as directed. Do not congregate in interior lobbies.
4. If you encounter smoke or fire outside of your apartment and you are unable to exit using the stairs, stay in your apartment. Keep your door and windows closed. (See "Shelter in Place" below.)
5. Once you have left the building, do not go back into the building for any reason until the Wayland Fire Department has given permission to reenter.
6. If your designated escape route is blocked, turn around and use the opposite exit. If all exits are blocked, shelter in place.

Fire Evacuation

Evacuations are *mandatory* for all residents except those who have been identified as unable to use the stairs to evacuate. For residents unable to use stairs to evacuate, the safest response to a fire emergency may be to remain in your apartment. As long as the fire is not in the individual apartment, your apartment is an area of refuge. An area of refuge provides protection from smoke and flames. If you are unable to exit the building, your doors and windows must remain shut. If you feel you are in Jeopardy, you should use your telephone to call 9-1-1 to report your location and request immediate help. The WHA has an emergency evacuation list which is provided to Wayland fire fighters upon their arrival. The list contains the names of residents who need assistance evacuating the building. You voluntarily complete these emergency evacuation forms at every WHA annual rent recertification. If your situation changes in the interim, please notify the WHA Office.

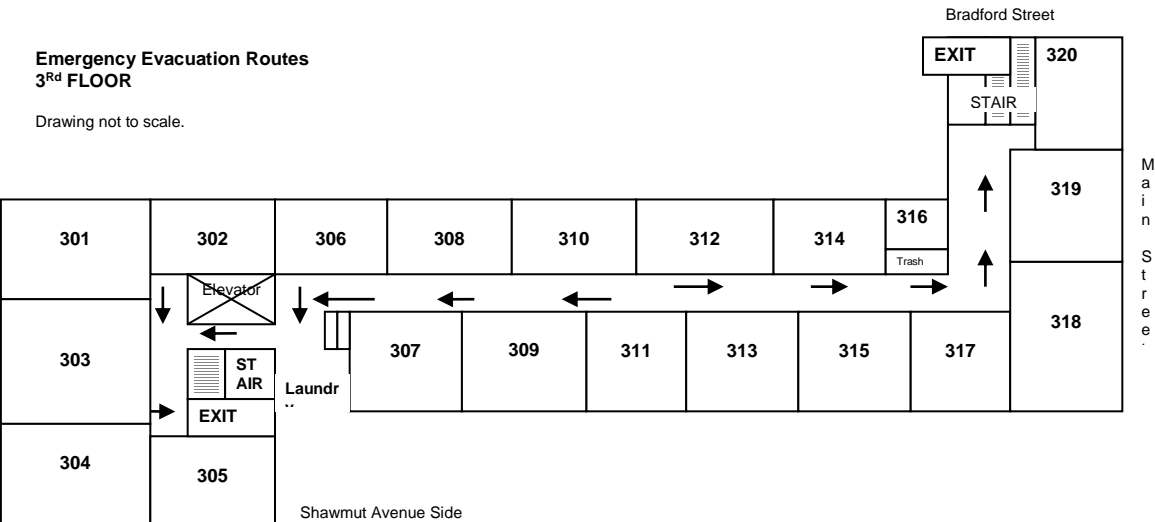
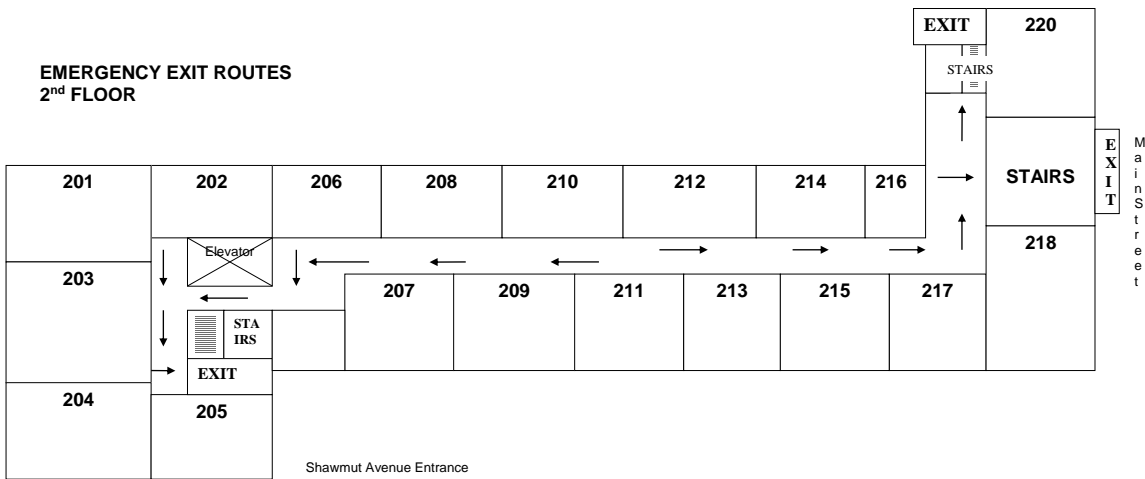
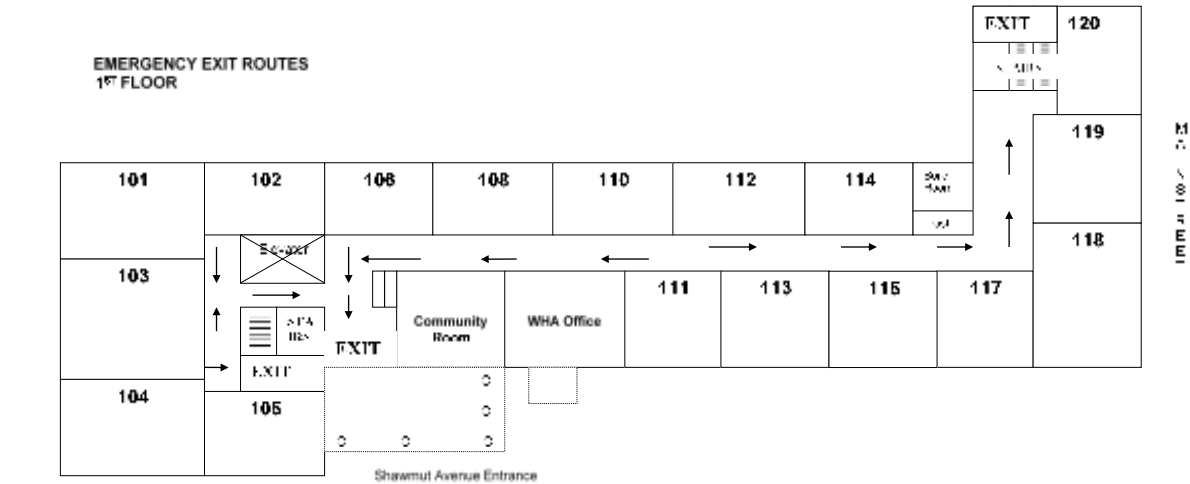
Shelter in Place Guidelines for Residents

- The Wayland Fire Department will do a sweep of every unit to make sure everyone has evacuated the building.
- If you need to use the elevator or cannot exit the building without assistance, shelter in place. Keep the door to your apartment closed. A closed door is a barrier to smoke.
- If smoke or fire enters your apartment, call 9-1-1 to report your location. Stay low to the floor to breathe the best air. Put a wet cloth over your mouth and nose.
- It is advisable to keep windows closed. Smoke from the outside of the building can enter through open windows. Breaking windows may put you at greater risk of smoke entering from the outside and will hamper rescue efforts below.

A Note About Emergency Pull Cords and Call Lights

Each unit is equipped with an emergency pull cord located in your bathroom and bedroom. The pull cord must reach within a foot of the floor and be unobstructed. If you are experiencing medical difficulties, pull the cord. This pull cord system *does not* notify the Police or Fire departments. When activated, a light and buzzer will sound outside your apartment and in the Community Room (at Bent Park it will unlock your door). If you hear the buzzer in your hallway or see a call light above a neighbor's apartment door, call 9-1-1 for assistance. Residents should not rely on their neighbors for help. For greater safety, consider purchasing a medical alert service.

Cochituate Village Apartments Emergency Evacuation Routes



Drawings Not to Scale. Consult the escape route plan posted in your hallway.