

Fire Emergency Guide

Bent Park
Cochituate Village Apartments

Wayland Housing Authority

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Fire, Smoke, or Carbon Monoxide in Your Apartment

All WHA apartments have smoke and carbon monoxide (CO) detectors located on or near the ceiling. The detector(s) in your apartment will warn you of smoke but WILL NOT automatically notify the Wayland Fire Department. If there is a fire in your apartment, LEAVE YOUR APARTMENT and call 9-1-1 or activate the nearest fire pull station, located next to each exit stairwell.

Fire, Smoke, Carbon Monoxide in Common Areas

Your building has smoke and carbon monoxide (CO) detectors at the top of the stairs on each building level. When triggered, the smoke/CO detectors in the common hallways will automatically notify the Wayland Fire Department.

Building Fire Safety Equipment

CVA and Bent Park have smoke alarms and heat sensors in common areas. Portable fire extinguishers are located on every level next to each exit. Fire alarm pull stations are located next to each exit stairwell. If the CVA fire sprinkler system is activated, the Wayland Fire Department will automatically be notified. (Bent Park does not have a fire sprinkler system).

Fire Evacuation

Evacuations are **mandatory** for all residents except those who have been identified as unable to use the stairs to evacuate. The WHA provides an emergency evacuation list to Wayland fire fighters upon their arrival. The list contains the names and apartment numbers 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.

For residents unable to use stairs to evacuate, the safest response to a fire emergency may be to remain in your apartment (Shelter in Place). As long as the fire is not within your apartment, it can be an area of refuge that provides protection from smoke and flames.

If you are unable to exit the building, **keep your doors and windows shut**. If you believe you are in immediate danger, call 9-1-1 on your phone to report your location and request immediate help.

Evacuation

Treat every alarm as a fire emergency. When you hear the fire alarm or if you encounter smoke or fire:

1. Leave your apartment as quickly as possible. Close your apartment door behind you.
2. If the fire alarm is not already sounding, pull the fire alarm next to the stairwell as you leave.
3. **Now get yourself out of the building, using the stairs, not the elevator.** The Fire Department will check through the entire building to be sure everyone gets out.
4. You must leave the building: do not stay in the lobby or community room, or anywhere else indoors.
5. When you are outside, move away from the building to the patio, or designated meeting place, or as directed by the Fire Department or WHA staff. Do not go back into the building for any reason until the 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. (See "Shelter in Place" below.)
7. If you encounter smoke or fire outside of your apartment and you are unable to exit using the stairs, return to your apartment and keep your door and windows closed. (See "Shelter in Place" below.)

Shelter in Place Guidelines

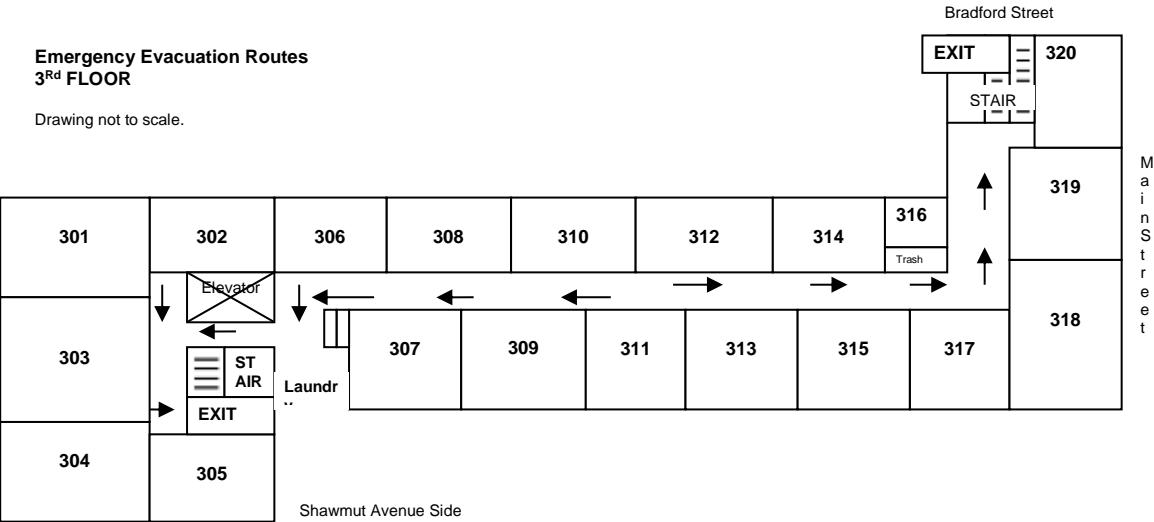
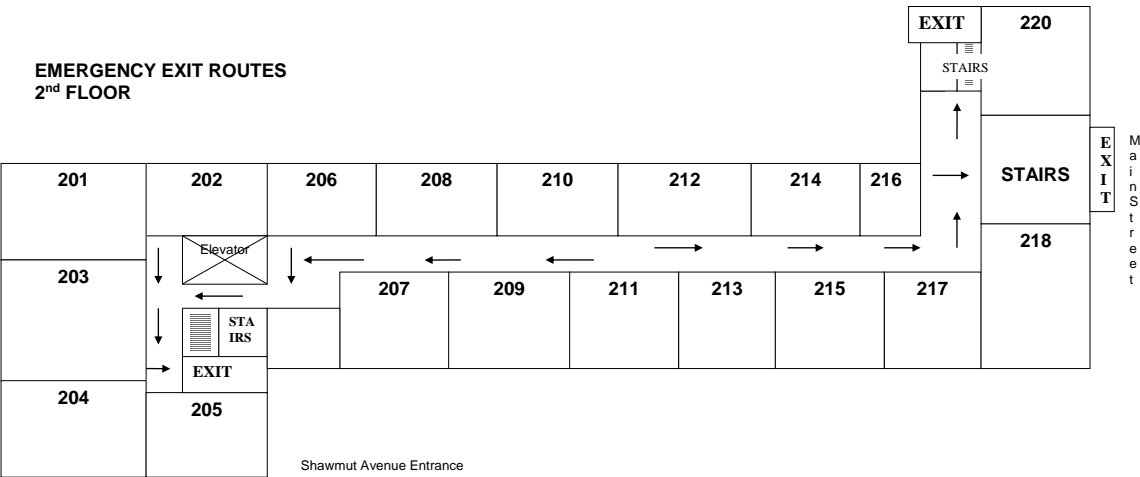
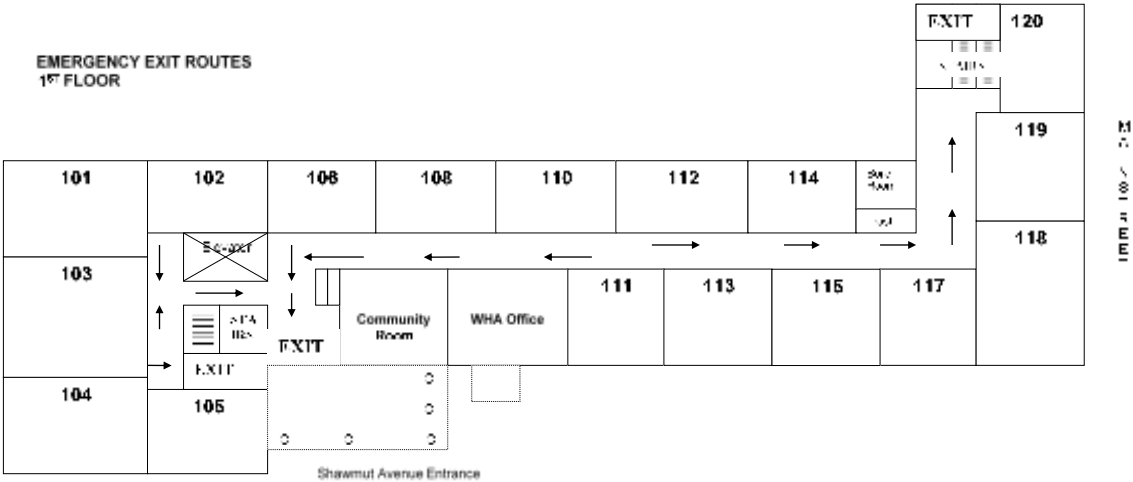
If you cannot exit the building without assistance (or need to use the elevator at the CVA), shelter in place. Keep the door to your apartment and your windows closed. If smoke or fire enters your apartment, call 9-1-1 to report your location. Stay low to the floor to breathe the best air. Put a wet cloth over your mouth and nose.

If there is an actual building fire, the Wayland Fire Department will do a sweep of every unit to make sure everyone has evacuated the building.

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. Because there is no direct contact with emergency services, residents should consider subscribing to a medical alert service.

Cochituate Village Apartments Emergency Evacuation Routes



Drawings are not to scale. Familiarize yourself with the escape route posted in your hallway.