

The Claridge House

Emergency Preparedness Procedures

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Purpose of the Plan

Claridge House residents and/or tenants may need to be prepared to cope with a range of emergencies including natural disasters and possible terrorist threats. As demonstrated by Hurricane Katrina, residents might need to function on their own for some time following a major disaster.

Emergencies we might experience include:

- A fire or an explosion within the building (s).
- Severe storm conditions (wind, rain, heavy snow)
- Extended loss of electrical power
- Medical pandemic (e.g., avian flu)

Living in the DC metropolitan area we may also need to prepare to survive other threats including:

- A bomb scare
- An airplane crash, truck bomb or train derailment
- Contamination due to airborne chemical, biological, or radiological agents
- Confrontation with armed or irrational persons

In an emergency, your safety will depend upon advance preparations you have made, and familiarity with the evacuation plan. Some additional things you can do are outlined later in this bulletin. **If you have questions regarding this plan, please contact Pilar Juergenson, General Manager.**

Building Description

The Claridge House is comprised of two buildings, 352 residential units, one commercial unit and three garages. There are ten floors in the 950 25th Street NW location and eight floors in the 940 25th Street NW location. The entrance for both buildings is through 950 25th Street, NW. The standpipes for the 940 25th Street, NW location are located between Tiers 1 and 3; for the 950 25th Street, NW location they are located between Tiers 4 and 6.

Definitions

EMERGENCY - Any incident that may be threatening to the physical well being of the building, or to the lives of occupants.

Applicability

These procedures are applicable to The Claridge House Cooperative which is described above.

Fire and Emergency

Please use the buddy system when evacuating by knocking on each unit door next to you in order to help alert neighbors.

Duties and Responsibilities

Floor Wardens

Floor Wardens are responsible for implementing, in an orderly fashion, the approved evacuation plan of their particular assigned area upon notification from the building fire alarm system. Floor Wardens will act as “supervisors” of the floor under their direct control. They will receive and dispatch information and instructions relating to a given emergency and oversee the evacuation of personnel from their area. It is the responsibility of the Floor Warden to ensure that every person with a disability is assigned to a co-worker who agrees to stay with them. Additionally, it is the duty of the Floor Warden to report the location of these persons to the Fire/EMS Department upon their arrival. In the event there is an “able-bodied” individual who refuses to leave, do not waste time negotiating. Leave the building and inform authorities of their location.

Assistant Floor Wardens

Assistant Floor Wardens are responsible to the Floor Warden to see that all personnel leave their area(s) and go to the stairwell or designated exit. They should listen for any new information, and if questions arise, should get direction from the Floor Warden. They will take no action without checking with the Floor Warden, except under extreme circumstances.

Zone Monitors

Zone Monitors are responsible for making sure no one is left in their area and that all doors are closed to reduce the spread of fire and smoke. It is important to search in all visible areas to be sure everyone is out. Zone Monitors should report to the Floor Warden when they have completed their search or if they have any problems.

Assembly Area Monitors

Assembly Area Monitors shall assist the Floor Wardens to review each Floor Warden’s report and shall assemble the names of all individuals identified as unreported. The list shall be forwarded to the Fire/EMS Department Incident Commander.

Occupant Responsibilities

Hazardous Materials Handling

All employees and residents should be able to recognize hazards and report these to the Claridge House Cooperative Management Office so that corrective action may be taken. The identification, proper handling, and storage of any hazardous materials are the responsibility of the Claridge House Manager. It would be impossible to list all the possible fire hazards you may encounter. However, the most common causes of residential fires are unattended cooking fires, improperly discarded smoking materials, unattended candle fires, and damaged or faulty electrical equipment. Please use the following safety tips:

- Never leave cooking unattended, keep your kitchen areas and appliances clean, and keep combustible materials away from the stove and oven.
- Smoking is not permitted in the building or within 10 feet outside the building.
- Never leave candles burning unattended, use properly designed noncombustible candle holders, and place candles on a sturdy surface away from combustible materials

- Maintain all your personal electrical equipment and follow the user instructions.

Emergency Contact Information

- Every resident should have on file with the building manager information about Emergency contacts.
- Emergency contacts should be persons who are NOT residents of these buildings.
- Should be responsible persons who have a “close” relationship with the resident
- Should include names, telephone numbers and addresses

All residents should notify the Front Desk if they plan to be away from their unit overnight or for an extended period. This may avoid injury in looking for a resident who is away from the building.

Personal Preparedness

The following suggest a number of things to consider as you personally prepare for emergency situations.

1. Assemble a disaster kit with essential food, water, and supplies for 3 days. This should include 1 gallon of water per person per day, a first aid kit, prescription medications, blankets, and non-electric can openers. Also consider keeping an emergency supply kit in your car or at work.
2. Keep on hand a wireless radio with extra batteries to listen to broadcasts from local authorities. It may be safer to take shelter at home than to leave by car or public transportation.
3. Designate a room where you can take shelter in case of a chemical or biological attack. Have on hand a roll of duct tape, scissors and plastic to cover doors, windows and vents in the room.
4. Talk with your family about potential emergencies and how you would respond, including what to do in an evacuation.
5. Plan how your household would stay in contact if separated. Identify 2 meeting places.
6. Post emergency numbers by the telephone.
7. In the event of a prolonged power outage, residents may wish to move to an alternate location until power is restored. Designate this place ahead of time.

Emergency Preparedness Kit

The following information can help you prepare to quickly leave your home in case of an emergency. Sealable plastic bags will keep these items safe from moisture.

Personal Documents

- Photographs of each member of your family - to help reunite missing relatives
- Copies of front pages of passports, birth certificates
- Resumes and college transcripts or copies of degrees - for possible job hunting
- Military records and discharge papers, for applying for benefits, entry into VA hospitals

- Medical records, including immunizations for school-age children, and a current list of prescription medicines.
- Marriage licenses, divorce records - for establishing new residency or new bank accounts
- Copies of wills, powers of attorney and medical directives

Insurance/Financial Documents

- Copies of the front page, known as the declaration page, of homeowners, flood, life, auto, and any other insurance policies.
- A recent property tax bill - to prove ownership of shares for your cooperative unit; may be needed for filing insurance claims
- Recent monthly statement from your checking account - to show payment on mortgage, cooperative fee, etc.
- Also recommended: set up online accounts for banks, credit cards, investments and other financial transactions; with your account numbers and passwords, you can access your accounts from any Internet connection.
- Consider copying financial and other records to a CD; it would be a lot lighter to carry in an emergency.

Staff Responsibilities

Upon arrival at the building, fire personnel may contact the Maintenance Supervisor or General Manager, Pilar Juergenson, for additional information. In case they are not available, any Maintenance or Management staff member onsite is available to communicate with fire personnel.

In the case of a fire, maintenance staff will need to turn off gas and electrical power before evacuating the building. These shutoffs are located in the North and South basements. This will cut off gas to all kitchens in the buildings and to the boiler. (Fire extinguishers are inspected by Ace Fire Extinguisher Service, Inc., on an annual basis.)

Fire Emergency Procedures

- The Smoke or Fire Alarm sounding should be treated **IN ALL CASES** as an emergency. Residents should act swiftly to evacuate the building and to assist others in evacuating the building.
- Residents **SHOULD NOT** attempt to call the front desk for information. Employees at the front desk will not know about the cause of an alarm until an investigation is concluded, and the alarm is reset. Calls from residents will only distract these personnel from performing their assigned duties.
- **DO NOT GO TO YOUR CAR** if it is garaged in the building. Proceed to the southeast corner of 25th and K Streets, NW. See map on page 10.
- Once an alarm sounds, it may be re-set **ONLY** after clearance is provided by Emergency Response Personnel. Residents should **REMAIN OUT OF THE BUILDING** until the **ALL CLEAR** is given by the Fire and Police departments.

In any emergency, Claridge House staff will do their best to keep residents informed of the nature of the situation and to provide necessary information as it becomes available. Residents should be mindful that staff may not have the information at the time an emergency occurs. Staff may need to await reports from civil authorities before information can be made available to residents.

If an emergency evacuation of the building becomes necessary, residents will be alerted by the fire alarm system. A fire alarm activated by a resident in the North Building will be heard in the North Building; a fire alarm activated by a resident in the South Building will be heard in the South Building. Front Desk staff has been instructed that in case of a fire they are to activate the alarm.

In prolonged situations, we should be able to communicate with residents via our resident portal, BuildingLink.

There is NO resident management at the Claridge House. In off hour emergencies, there may not be management staff on the premises. Residents should follow the instructions of Police / Fire or other Civil Authorities.

Fire Reporting Procedures

Evacuation Procedure

Knowing what to do when evacuation of the buildings become necessary will not only help ensure personal safety, but also the safety of other residents. Each resident should:

- Activate the fire alarm. Know the location of the fire alarm nearest to your unit. Check the hallways to learn where the fire alarm nearest your unit is located. Read the instructions on the alarm and know how to operate the alarm. The fire alarm does NOT notify the fire department.
- Know the location of the fire extinguisher nearest your unit. Learn how to operate the extinguisher. **DO NOT USE THE EXTINGUISHER** unless the fire is immediately extinguishable (i.e., burning food, trash basket fire, etc.) If there is any doubt about whether you can put the fire out, it is best to proceed with evacuation procedures.
- In the event of a fire, or upon hearing the alarm, check the door to the hallway from your unit for heat before opening it. Use the back of your hand to feel the top of the top of the door, the doorknob, and the crack between the door and the doorframe before you open the door. Never use the palm of your hand or fingers to test for heat – burning this area could impair your ability to escape from a fire or to be able to help others.
- If the door is cool, open slowly and check to make sure that smoke or fire is not blocking the way to the nearest stairwell. If clear, leave immediately. Be prepared to crawl if you encounter smoke. Smoke and heat rise. The coolest and cleanest air will be nearest the floor. Close the doors behind you to impede the spread of any fire.

- If the door is warm or hot do not open. Keep the door closed and hang a sheet or flag from your window to alert fire fighters to your location.
- Leave the building using the emergency exits on the evacuation map on page 9. Map shows primary and secondary routes of evacuation highlighted in yellow. Emergency exits are located in the stairwell on the northwest side and the main lobby in the North Building, in both stairwells and the South Lobby in the South Building. Know where the closest stairwell is from your unit. Count how many doors there are between your unit and the closest stairwell. Realize that in a fire, residents may have to locate the stairwell in the darkness.
- **DO NOT USE ELEVATORS IN CASE OF FIRE.** Elevators will shut down when the fire alarm goes off.
- Locate the secondary exit route on the evacuation map (page 9), in case the primary fire stairwell is unsafe to use. Know how to reach the secondary route in the event of an emergency.
- Once safely outside the building dial 911 to notify the fire department.

Designated Occupant Meeting Place

Upon reaching the ground floor, leave the building and go to the southeast corner of 25th and K Streets, NW, which is directly across 25th Street on K Street from the main entrance. See map on page 10.

Re-entry Procedure

Wait for instructions from the police/fire department/management staff before proceeding to re-enter the building.

Emergency Procedure (other)

Severe Weather (Hurricanes, Tornadoes, Thunderstorms, Heavy Snowfall)

Severe weather is usually preceded by some type of warning. If you suspect severe weather listen to the radio or television for updates.

- Hurricanes are preceded by 24 to 36 hours warning. Use time to gather supplies and bring patio furniture and plants indoors. Keep away from windows during the storm. Be prepared for power outages that could last for several days.
- Tornadoes can occur with less warning than hurricanes. If you have warning time, use that time to remove objects from your balcony and to an inside space.
- Severe thunderstorms can be especially dangerous when lightning occurs close by. If you are warned in advance of dangerous lightning and are inside the building please avoid showering. Avoid use of a corded phone.
- Unplug electrical appliances such as computers. Power surges can cause serious damage.

Hostage Taking/Confrontation With Armed Or Irrational Persons

- Residents **SHOULD NOT** attempt to disarm the intruder.

- Residents should immediately remove themselves from the vicinity of the intruder.
- Hide in a secure spot, under furniture or in a closet or car if you can not escape from the immediate area.
- Residents should dial 911 and report the emergency.

Chemical or Airborne Hazards

When there is concern about a potential exposure to a chemical or other airborne hazard, local officials will advise you to “shelter-in-place.” To shelter in place:

- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- Locate your emergency supplies kit and make sure you have a working radio.
- If possible, get to an interior room (bathroom) that is without windows, AND is above ground level.
- Using duct tape, seal all cracks around the doors and windows and any vents into the room.
- Listen to your radio or television for further instructions. Local officials may call for evacuation in specific areas at greatest risk in your communities.

Decontamination Procedures

As soon as possible, decontaminate yourself and anyone with you, specifically:

- Remove all clothing and anything that has been in contact with the body.
- Do not pull clothing over the head, cut it off.
- Put contaminated clothing and items in a plastic bag and seal the bag.
- Decontaminate hands using soap and water.
- Remove eyeglasses and contact lens; put glasses in a pan of house hold bleach.
- Flush eyes with water.
- Gently wash face and hair with soap and water and then thoroughly rinse with water.
- Decontaminate other parts of the body areas likely to have been contaminated; blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes.

General Information for Shelter/Quarantine In Place

Should it be necessary to remain inside the Claridge House during an emergency, Residents should monitor local television and radio for announcements. Management and the Board of Directors will provide available information to residents through our resident portal, BuildingLink.

There is NO resident management at the Claridge House. In certain emergencies, there may not be management staff on the premises. Residents should follow the instructions of Police / Fire or other civil authorities.

Evacuation of Residents Needing Assistance

Residents with physical disabilities (including heart problems, asthma, sight or hearing loss, or restricted movement permanent or temporary) should register these disabilities with Management. Residents are responsible for notifying Management so that firefighters have an accurate list of people who need rescue assistance. This list is kept at the front desk and will be made available to firefighters and police upon arrival at the scene.

Residents requiring assistance should select a buddy from their immediate neighbors who could offer assistance during an emergency. (All Residents should offer assistance to any other resident they know who may need assistance, unless doing so would endanger his/her own life.) Residents who can not climb down stairs, or have other physical handicaps should not attempt to leave without aid.

- Stay in your unit and stay calm.
- Close, but do not lock the door. The doors are rated for one (1) hour of fire resistance. Stuff wet towels or sheets around the cracks under the door to protect from smoke.
- Call 911 and inform the dispatcher of exact location, and why you cannot leave the unit.
- Hang a sheet from a balcony or window to alert persons outside.
- Shut off heat/AC, fans, and cook tops/ovens.
- **DO NOT ATTEMPT TO LEAVE UNTIL HELP ARRIVES.**

Training

Employees will be trained in the fire emergency procedures described in the fire evacuation plan. Employees will receive training in the contents of the fire evacuation plan and their duties as part of their new employee orientation and at least annually thereafter. Records will be kept which document this training. Employee training will include the following:

- Fire prevention training—information on the fire hazards to which they are exposed and instruction in how to prevent fires.
- Becoming familiar with the fire alarm and evacuation signals, their duties in the event of an alarm, evacuation routes, areas of refuge, assembly areas, and procedures for evacuation.

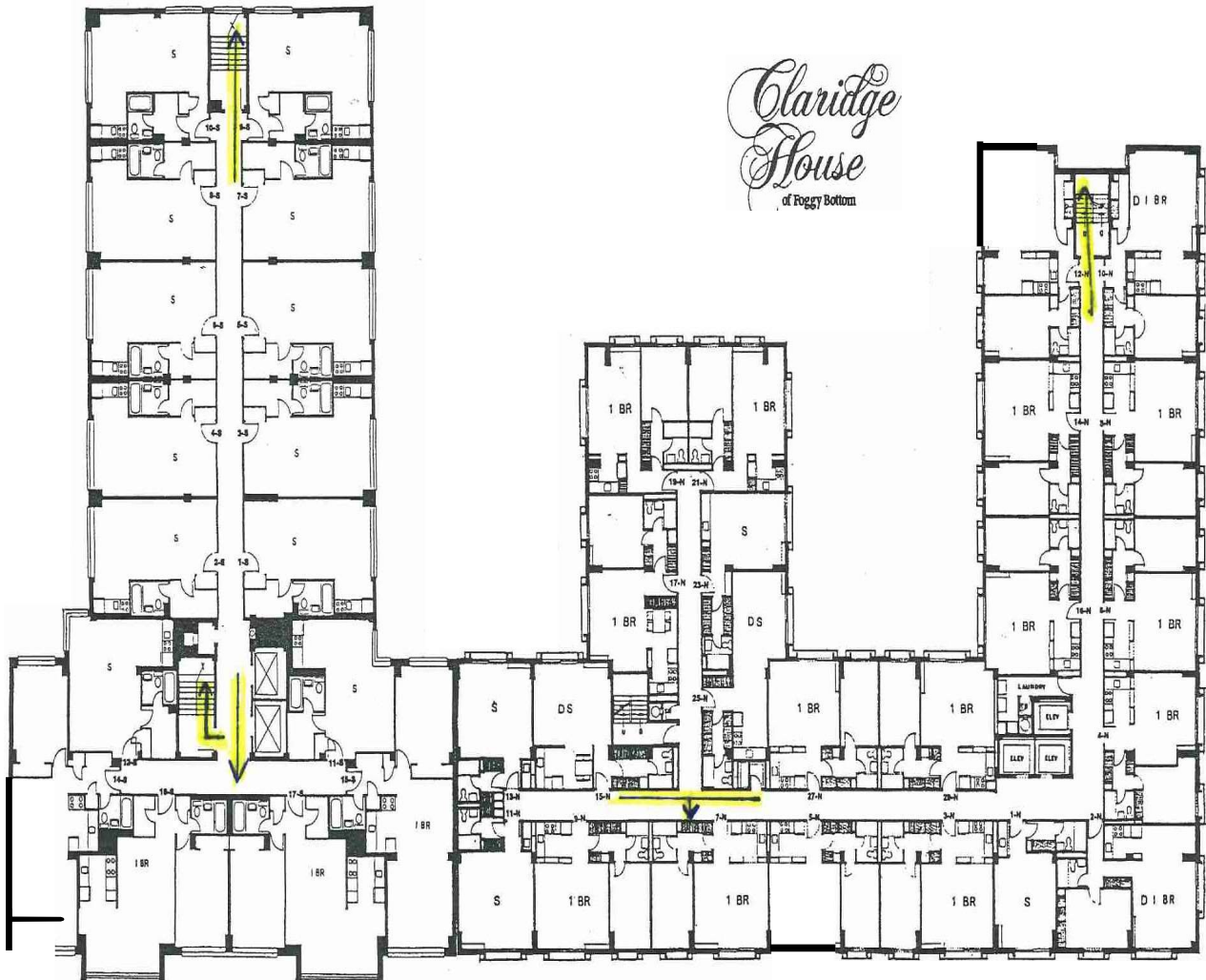
First Aid

There is a first aid kit located at the Front Desk. Personnel who are trained to assist those who may be sick or injured, may aid those people only within the scope of their training.

Evacuation Map

South Building

North Building



Meeting Place Map

