

Evergreen Independent Living Fire Procedure

If you discover a fire in your accommodation or elsewhere:

1. Leave the room or area; close the door.
2. Immediately pull the nearest fire alarm. (pull stations are located at each exit. Know the location of these alarms)
3. Remain at the alarm station to tell arriving staff or emergency personnel the location of the fire.
4. Do **NOT** try to extinguish the fire.

If the fire alarm sounds and you are in your accommodation:

1. Remain in your accommodation and keep the door closed.
 - a. Unless the fire is in your accommodation then evacuate to a safe area away from the fire making sure to close the door behind you as you leave.
2. Leave your accommodation only when an “all clear” has been called or when ordered by staff or fire department to evacuate.

If the fire alarm sounds and you are not in your apartment:

1. Do NOT return to your apartment. The corridors must be kept free of traffic.
2. If in the GardenSide, Pub 67, Creekview Café, lounge or activity area; remain there.

**** IMPORTANT NOTE ****

When the whole building Fire Alarms go off, the Elevators will no longer work.