



In case of **FIRE** or other **BUILDING EMERGENCY**, Parkway Maintenance and Management and your On Top Of the World Condominium Association would like you to know that every OTOW resident should have their own.....

EMERGENCY ACTION PLAN

- Have an evacuation plan. This is the most important piece in case of an emergency event.
- Make note of the fire alarm pull stations and emergency exits closest to your unit in case of fire and evacuation
 - Exits are easily identified and illuminated by signs at the ceiling.
 - Pull stations and fire extinguishers are located on each building's walkways and in the center core areas of the building.
 - Only use a fire extinguishers if the fire can be extinguished easily
- Have a secondary plan to exit the structure if your primary exit point is blocked or unsafe
- Never attempt to use the elevator during an emergency as it may be available for firefighters use only. Use the stairs.
- Residents should immediately proceed to the parking lot area safely away from the building. Do not block the entrances to the parking area. Fire response personnel need clear access for trucks and equipment.
- Call 911 and state the nature of the emergency and the address of the building calmly and plainly.
- Follow instructions given by emergency response personnel.
- Do not re-enter the building until emergency response officials have deemed it safe to do so.
- Planning in advance saves lives. Don't delay, plan today.