

# CHERITON GROVE CORPORATION

**Cheriton Grove Apartments  
20 Cheriton Road  
West Roxbury, MA 02132**

## **Fire Drill Procedures**

The following procedures have been designed to help residents understand the existing Emergency/Evacuation Procedures that govern what to do when the fire alarm system is activated.

Coordinated fire drill exercises will be attempted at least annually. Residents should treat the drill as a real alarm, so that the owner and property management company can evaluate the success of the drill and to identify additional steps that need to be put in place to ensure all residents are evacuated to safety in a timely manner.

Residents are encouraged to read the existing Emergency/Evacuation Procedures document. If you do not have a copy, please contact the Management Office. The Emergency/Evacuation Procedures document should be posted in a convenient and accessible location, where it can be frequently read as a reminder of the importance of safety.

The most important factor to remember in fire safety is following procedures, written or verbal, and to remain calm. Do not panic, get excited, or become anxious.

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### **DO NOT USE THE ELEVATOR DURING FIRE DRILL EXERCIZES.**

1. Upon activation of the fire alarm system you will hear a loud, high pitched siren throughout the building. You will also see flashing red lights located in various sections of the hallways and building, indicating the building Fire Alarm system has been triggered.
2. If you are not in an apartment, proceed to the nearest stairwell or exit the building by the closest exterior door to get to the outside safely.
3. If you are in an apartment and before leaving, practice checking for heat and smoke by placing your hand on the inside of your apartment door. If the palm of your hand feels warm to the touch in 5 seconds or less, do not open the door, as this indicates the presence of a fire condition in the hallway. If the door is not warm or hot, carefully and slowly open it in a small amount to determine if there is smoke or fire in the corridor. If it is clear, exit your apartment immediately and proceed to the nearest stairwell.
4. There are floor plans in all hallways, which indicate the stairwell closest to your apartment location. Please see and become familiar with the chart that shows your apartment and the stairwells.

### **Important Notes to Remember:**

- While this is a drill, please treat it as the real thing. This should not be a social event, so please evacuate immediately and go to a safe distance away from the building.
- Do not attempt to go from apartment to apartment or to another floor to check on someone else. That is the job of the property management company if they are on site and/or the fire department upon their arrival.
- If you are disabled to the point of needing physical assistance, please remain in your apartment during this drill, as the property management firm will go over evacuation issues with you.
- If this was a real fire and you are disabled, the Fire Department will assist you in an evacuation. The Fire Department is aware of all our residents in need of assistance. You will not be ignored. In addition, the resident listing is also maintained in the Management Office.
- The Owner and Property Management company take these drills seriously, as safety of the tenants is utmost importance. Understanding what needs to be improved, whether it is communication, equipment, or changed procedures, requires everyone to cooperate.