

**CHERITON GROVE CORPORATION**

**Cheriton Grove Apartments  
20 Cheriton Road  
West Roxbury, MA 02132  
Tel. # 617-325-1913 TDD # 1-800-545-1833 ext. 184**

**Emergency/Evacuation Procedure**

Residents are encouraged to read and then post this notice 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 and/or verbal, and to remain calm. Residents should not panic, get excited, or become anxious. Remain calm and think safety! Never underestimate any fire alarm and always assume it is “The Real Thing”!

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In the event of a fire or the activation of the fire alarm system, please follow the procedure listed below:

1. A loud, high pitched siren will sound throughout the building.
2. You will see flashing red lights located in various sections of the hallways and building, indicating the building Fire Alarm system has been triggered.
3. If you are not in an apartment, proceed to the nearest stairwell or exit to get to the outside safely.
4. If you are in an apartment and before leaving, check for heat and smoke. Place 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.

If you cannot leave your apartment, stay calm. Place a wet towel under the apartment front door to prevent smoke from entering the apartment. Keep your door closed, but do not lock it. Notify emergency personnel via the telephone (if operational) or by yelling out the window.

5. 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.

**DO NOT, UNDER ANY CIRCUMSTANCES, USE THE ELEVATOR WHILE AN ALARM CONDITION EXISTS.**

If you are disabled, remain in your apartment. 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.