



# EMERGENCY EVACUATION PLAN: RESIDENTS

This Emergency Evacuation Plan shall pertain to only Low-Rise Buildings (under 75 feet) which do not have any elevators in the building.

## CLOVERBASIN VILLAGE

630 PECK DRIVE  
LONGMONT, CO, 80503

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## I. Evacuation Overview

### A. Introduction

The Mission Rock Residential Emergency Evacuation Plan is being provided to assist you in keeping safe in the event of an emergency where evacuation is recommended or required. Residents should review this booklet to become aware of general knowledge related to basic fire protection and life safety procedures. In an emergency, there is no time to stop and think. It is the resident's responsibility to identify the escape routes from your apartment and building in advance. As such, it is critical that each resident prepares and practices their escape plans. **Every individual is responsible for his/her own safety.**

### B. Pre-Emergency Items

1. **Determine evacuation procedures** and decide on a meeting place outdoors for your family and guests.
2. **Practice!** Rehearse your plan. In case of confusion, please use the map provided which leads to the nearest exit.
3. Make sure that your children and any guests **understand the plan and exit locations.**
4. Residents are responsible for understanding the different types of alarm notifications. For any further information/clarification, please contact your On-Site Team at the leasing office.
5. It is the resident's responsibility and duty to notify the Fire Department of any mobility-impaired person that requires special assistance in the event of an evacuation.

## C. Actions to Take During a Fire Emergency

1. **Call the Fire Department** when smoke is observed or when the fire alarms are activated and are constantly ringing.
2. **Do not rush out of your apartment into the hallway.** First, feel the door. If it is hot, the fire could be close, and you may need to find another way out. If the door is cool, leave by the nearest exit.
3. If you cannot escape your apartment, **stuff wet towels, sheets, or clothes around the bottom of the door and vents to keep smoke out.** Notify 9-1-1 that you are unable to escape and provide the Fire Department with your location within the building.
4. **Close all doors** behind you to slow the fire from spreading.
5. If you think someone is trapped, tell the fire department. **Never go back into the building yourself.**
6. If your planned route becomes smoky, **get down on your hands and knees and crawl.** Smoke rises, so the cleaner air is near the floor.
7. **Inform** your family, guests, or roommates/housemates to evacuate in time. It is the responsibility of the resident to ensure everyone from their unit has evacuated safely and has arrived at their designated **Assembly Area**.

**NOTE:** The **Assembly Area** should be at least 50 feet away from the building. The location of the assembly area may be subject to change depending on the emergency personnel and this may be communicated verbally by the Property Manager or the Authorities/Emergency Personnel.

## D. General Evacuation Guidelines for Residents

1. **Immediately evacuate** the area and get out of the building.
2. **Know your escape routes.** Sometimes the best escape route may be behind you.
3. In cases of fire, if the alarm does not notify, please **pull the manual pull station** while evacuating the building.

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4. **Do not return** to your apartment to retrieve personal items and/or effects.
5. **Do not lock fire exits or block** doorways, halls, stairways, or unit doors when evacuating. Corridors and stairways that form part of escape routes should be kept clear and hazard-free at all times.
6. **Remain calm** during and follow directions of the Police and/or Fire Rescue.
7. **Evacuate** to the best place **away from the building**.
8. Residents are responsible for **notifying their contacts they are safe** during and after the incident. Mission Rock will abide by all Privacy Laws and cannot provide an update on the whereabouts of the residents and/or share their contact information.
9. Mobility-Impaired occupants may require special assistance in the event of a fire. The person having mobility impairments should be positioned near the exit/stair that is located farthest away from the fire. If fire conditions pose a personal threat, the person having mobility impairment, and any person assisting, should be positioned within the exit/stair and wait for the Fire Department. Please refer to the **'Special Assistance Evacuation'** Section in this report for further information.

**Additional guidance for evacuations on other emergency types:****Wildfire:**

Take your emergency kit, lock your home and choose a route away from the fire hazard.

Watch for changes in the speed and direction of the fire and smoke.

Inform someone of when you left and where you are going.

For a SHELTER IN PLACE ORDER: Stay in your current location or the safest nearby building or nonflammable area.

**Earthquake:**

If inside when shaking starts, stay away from outer walls, windows, fireplaces, and hanging objects. Drop to the floor under a sturdy desk or table, cover your head and face with your arms, and hold on. If suitable furniture is NOT nearby, sit on the floor against an interior wall and cover your head and face with your arms.

The moment the ground stops shaking it is important take action quickly and safely.

Beware of falling debris or electrical wires as you exit the building.

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If you are outside, go to an open area away from trees, telephone poles, and buildings, and stay there.

Evacuate to higher ground if a tsunami is possible.

Beware of aftershocks.

**Hurricane:**

Plan a safe evacuation route to the home of either friends or family in a non-vulnerable area within your county 20-50 miles inland.

Take refuge in a designated storm shelter, or an interior room for high winds. Be aware public shelters usually do not accept pets.

If trapped in a building by flooding, go to the highest level of the building.

**Flood:**

Do not walk, swim, or drive through flood waters.

Move to higher ground or a higher floor.

Turn off utilities at the main switches or valves and disconnect electrical appliances if safe to do so.

Do not touch electrical equipment if you are wet or standing in water.

**Tornado:**

Go to a safe shelter immediately, such as a safe room, basement, storm cellar or a small interior room on the lowest level of a sturdy building.

Stay away from windows, doors, and outside walls.

Do not go under an overpass or bridge.

**Volcanic Eruptions:**

Avoid areas downwind and river valleys downstream of the volcano.

Protect yourself from falling ash.

Avoid driving in heavy ash.

**Mudslides/Landslides/Sinkholes:**

If you are inside, remain where you are and take cover under a sturdy piece of furniture.

If you are outside, run to the nearest high ground away from the landslide or debris flow.

If escape is not possible, curl into a tight ball to protect your head.

**Active Shooter:**

Evacuate regardless of whether others agree to follow.

Leave your belongings behind.

Help others escape, if possible.

Do not stop to ask officers for help or direction when evacuating, as their main focus will be mitigating the situation.

If you can't evacuate, find a secure place to hide. Create distance between you and the threat.

**Bomb Threat:**

All bomb threats are not legitimate and evacuation is not always required. Wait for further direction from local officials.

**EOP: EMERGENCY EVACUATION PLAN****Chemical Spill:**

Do not initiate evacuation from nearby buildings unless otherwise advised by emergency responders.

Thoroughly wash exposed areas of the skin with soap and water.

**II. Procedures for Reporting Fires**

**A. If an emergency is reported to you, if you see flames, if you see/smell smoke, or if you hear a fire alarm, it is critical that you immediately:**

- **Call** the Fire Department – Dial: **9-1-1**
- **Activate the Fire Alarm Pull Station** when evacuating if the fire alarm is not sounding.
- **Meet** at the Assembly Area.

**B. Provide the following information to the Fire Department:**

- Type of Emergency (i.e., smoke, fire alarm, etc.)
- Address
- Closest Cross Street
- Type of Occupancy (apartments)
- Floor Level
- Apartment #
- Telephone number

**C. In all other situations:**

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- Contact your Property Manager

### **III. Post Emergency Re-Opening Procedures**

Only re-enter the property once you receive communication from the Property Manager that Local Authorities have determined it is safe to re-open the property and have deemed the buildings to be safe for habitation.

### **IV. Special Assistance Evacuation**

Mobility-Impaired occupants may require special assistance in the event of a fire. Occupants not requiring assistance should evacuate first. This avoids the possibility of persons in need of assistance being bumped and/or falling, thus slowing evacuation and/or causing injury. If there is evidence of fire, the person having mobility impairments should be positioned near the exit/stair that is located farthest away from the fire. If fire conditions pose a personal threat, the person having mobility impairment, and any person assisting, should be positioned within the exit/stair and wait for the Fire Department.

If fire conditions pose a personal threat in the exit/stairs, the mobility-impaired person should be evacuated to another safe location. If the mobility impaired person enters the exit/stairs, someone should notify the Fire Department of their location in the exit/stairs and that the mobility impaired person requires special assistance with evacuating.