



Resident Emergency Procedures

What to Do in the Event of a:

Fire/Fire Alarm

- Evacuation of the building will occur in stages (zones) since the Ellington is classified as a “mid/high-rise” building. If the fire alarm sounds on your floor, evacuate according to the diagrams attached to this brochure, using the nearest stairwell. Residents on floors 5 and below should evacuate and exit the building. **REMAIN CALM.**
- Do not use Elevators—in the event of a fire alarm, they are recalled to the Lobby.
- If there is a confirmed fire and the fire alarm has not sounded, use a pull station while evacuating to activate the fire alarm system.
- Proceed down the stairs approximately 4 floors. Check the door that leads from the stairwell to the floor you are attempting to re-enter for heat. If the door is warm to the touch, continue evacuating down.
- Only re-enter the building from the stairwell if the alarms on the given floor are not sounding and the stairwell door is not warm to the touch.
- Instructions for Persons Unable to Use Stairwells:
 - Residents who require assistance evacuating should remain in their residence unit to await assistance from responding firefighters and follow instructions 2-8 below. If it is unsafe for you to remain in your unit, proceed to the nearest stairwell landing and await assistance.
 - Close as many doors as possible between yourself and the smoke/fire, which will slow down the spread of smoke and flames.
 - Place towels or pillows at the bottom of the door to fill any space that smoke may come through.
 - Sit as close as possible to the floor where the freshest air will be. Wait for further assistance—the Fire Department and Ellington Staff are aware of your need for assistance if your need has been communicated to the concierge staff.
 - Don’t break the window; this could allow smoke from outside to fill your area of refuge. Under certain circumstances, this may cause a “back-draft,” where flames will invade your area of refuge.
 - You can signal your location by putting something bright or light-colored and noticeable in the window to help notify the Fire Department of your presence.
 - If you begin to notice smoke entering your unit or you feel that you are in immediate danger, call 911 from the phone and tell the dispatcher of your situation.
 - Keep doors closed for safety. A closed door will keep out smoke and other poisonous gases produced by a fire.
- If fire or smoke has blocked your escape route and you are not able to reach either stairwell, return to your unit, close the door, and attempt to contact the concierge desk or 911 to inform emergency response teams that you are trapped in your unit. Also, follow the refuge instructions above.
- There are no designated “areas of refuge” at the Ellington because the sprinkler system is a quick-response system. However, any residential unit may serve as an “area of refuge” if the opportunity presents itself and the situation warrants that residents shelter-in-place.
- If you are in the garage, the stairwell doors should unlock automatically, but if they don’t, your 2AA common area key will unlock any of the stairwell doors in the garage.
- The recognized meeting area if leaving the building is necessary will be on the sidewalk of 1st Ave. directly across from the main entrance to the building.
- Always follow the instructions of staff and emergency response teams.

Ellington Resident Emergency Procedures (Continued)

Earthquake

- ***DO NOT RUN OUTDOORS!!*** Stay inside the building and protected until the earthquake has passed. Remember that falling debris and downed power lines can injure or kill.
- At the onset of the earthquake, either duck and cover underneath a sturdy desk or table (preferred), or shelter underneath a load-bearing doorframe (most are not load-bearing). **REMAIN CALM.**
- Once the earthquake has stopped, emerge carefully from your shelter and begin evacuation using the stairwells just as you would for a fire alarm, only proceeding down to level 1 and exit the building.
- If you are trapped in an elevator following the earthquake (elevators will engage emergency brakes to hold them in place in the event of an earthquake), use the intercom system and/or emergency bell to alert staff of your presence in the elevator.
- After you have exited the building, stand away from the building, as aftershocks may follow and cause further damage. Remaining clear of buildings will protect you from falling debris.
- Assist other residents as you are able. There likely will be injuries resulting from the earthquake. Only help injured persons evacuate if you are able to do so and only if it appears they do not have head or neck injuries. **NEVER** attempt to move someone who you suspect may have a head or neck injury.
- Locate Ellington staff members and inform them of significant damage and persons with serious injuries that could not be evacuated, so that staff may relay this information to emergency response teams.
- Always follow the instructions of staff and emergency response teams.

Medical Emergency

- In the event of a medical emergency, residents should contact the concierge immediately after calling 911 so staff can prepare for the arrival of emergency personnel.
- Residents should either leave a spare key with the concierge or ensure their unit door is keyed to the building master key system, so front desk staff can let emergency personnel into your unit if you are unable to answer the door.

Power Failure

- The Ellington is equipped with an emergency generator to provide power to essential systems in the event of a power failure. The generator should start within 15 seconds of the loss of power.
- Don't attempt to move about in the dark, as you may injure yourself or others.
- Residents are strongly encouraged to keep a flashlight handy in case of a power failure.

Lock-Down

- Any threat of violence or violent incident in-progress directed toward yourself, other residents, or the building as a whole should be reported immediately to the concierge/security staff and the police.
- In the event of a violent incident on-site, staff will use the building intercom system to implement a "lock-down," at which point residents will be advised to secure themselves inside their units or the nearest room with a lock on the door until the threat has been neutralized by the police.
- Once you are locked inside a secured room, remain silent and leave lights off until the all-clear signal is announced or until the area is secured by responding police and you are directed to evacuate.
- Any residents who feel they would be safer evacuating the building at the time because they are near an exit, away from the area at which the violent incident was occurring, and/or do not have a securable area nearby, may do so but should take refuge inside another building in the area until police are on-scene.

Any Disaster/Emergency Situation

- Always **REMAIN CALM.**
- The Federal Emergency Management Agency recommends that everyone have enough essential emergency supplies on-hand to be self-sufficient for 72 hours following a disaster.

Ellington Resident Emergency Procedures (Continued)

General Guidelines

- If you burn food on your stove that produces smoke in your unit, DO NOT open your unit door for ventilation. This could allow smoke to enter the hallway and activate the building's fire alarms. Use windows and fans for ventilation in the event this occurs.
- Never attempt to fight any fire except small, easily-manageable fires (e.g. a stovetop fire, etc.).
- Water leaks in the building pose a significant hazard, particularly when water leaks occur on the upper floors. If a water leak occurs in your unit, turn off water to your unit until the source of the leak is identified to avoid water leaking through the floor into units below. Contact the Concierge or Facilities Manager immediately, particularly if you believe water may have leaked into other units. The water shut-off valve for most units is located in the same general area as your unit's water heater.
- Emergency Preparedness Kits: it is recommended that all persons put together a household emergency kit that contains essential items to remain self-sufficient for 72 hours (3 days). Items include:
 - Water & Food (non-perishable items and remember a manual can opener for canned items).
 - Medications, including prescriptions as well as Tylenol/Advil/Aspirin.
 - Fire Extinguisher (one should always be in your kitchen, and a smaller one for your kit).
 - Flashlight and extra batteries, as well as common tools.
 - First Aid kit (available at most stores)
 - Extra clothing/bedding/sleeping bags
 - Sanitation items (toilet paper, paper towels, personal hygiene items, 60% alcohol hand sanitizer, plastic garbage bags)
 - Important documents (birth certificates, passports, wills, home & vehicle ownership documents, copies of credit/debit cards and ID's, etc.)
 - Bright colored fabric and strong tape to use as a window signal if you become trapped in your unit during a fire.
 - Cell phones & chargers (if power is not out)
 - Extra cash for emergency purchases
 - Items to occupy time (books, games, etc.); remember that the power may be out, so iPods and other electronic items may be limited to the battery charge in the device at the time.

For more information regarding emergency preparedness:

- Federal Emergency Management Agency (FEMA): www.fema.gov
- King County Office of Emergency Management: www.kingcounty.gov/safety/prepare.aspx
 - Phone: 206-296-3830
- City of Seattle Office of Emergency Management: www.seattle.gov/emergency/
 - Phone: 206-233-5076

Useful phone numbers:

- Seattle Police non-emergency: 206-625-5011
- Seattle Fire non-emergency: 206-386-1400

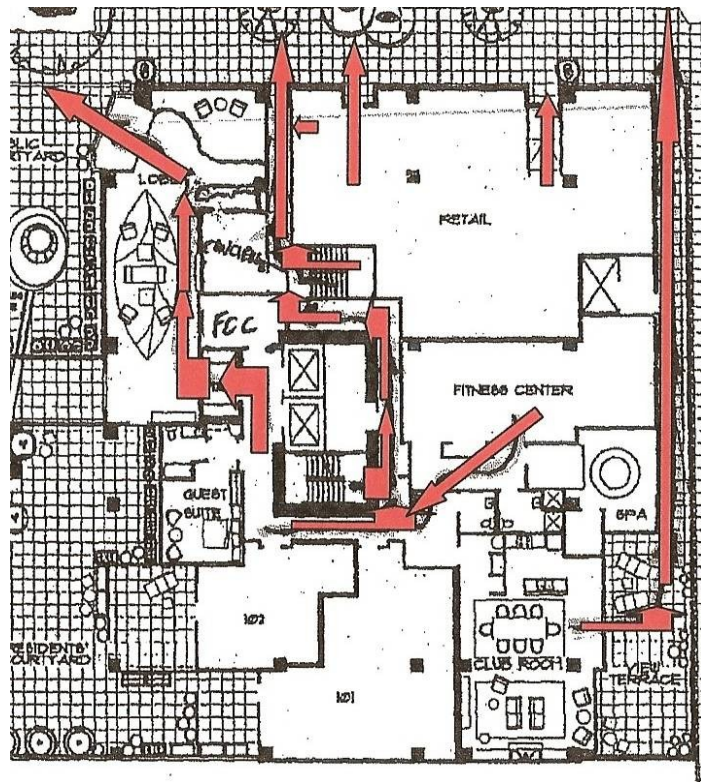
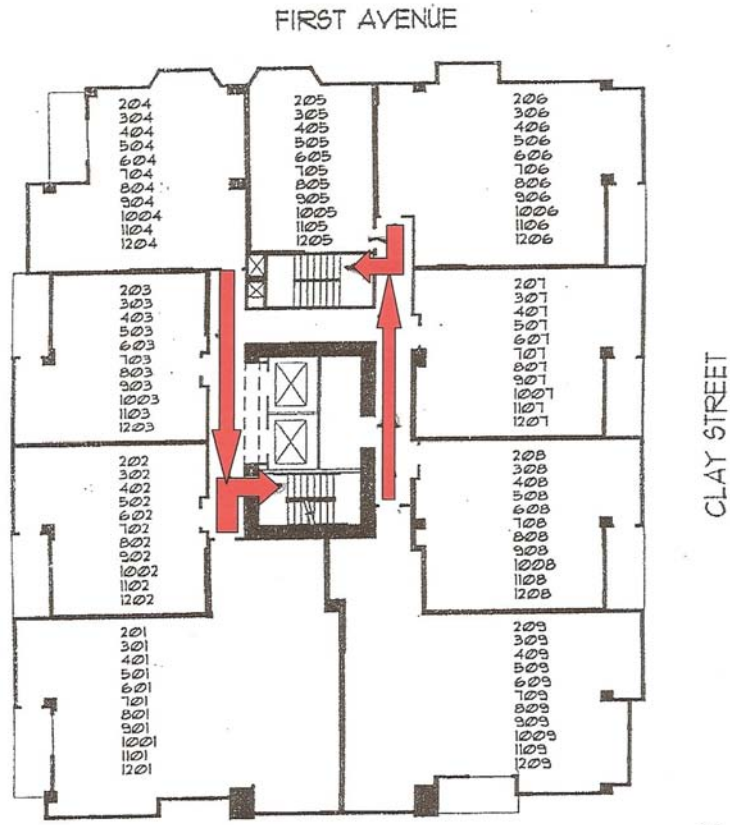
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Any questions or comments should be directed to the concierge staff at the front desk, (206) 443-9599

It is the policy of the Ellington Condominiums, SUHRCO Residential Properties, LLC, and Star Protection Agency, LLC that no guarantee is implied by the building's Emergency Plan. Because staff and building assets and systems may be damaged, destroyed, or overwhelmed, these entities can only endeavor to make responsible efforts to respond based on the situation, information, and resources available at the time.

Ellington Resident Emergency Procedures (Continued)

South Tower Evacuation Plan



Ellington Resident Emergency Procedures (Continued)

North Tower Evacuation Plan

