

Ambassador Emergency Evacuation Procedures

If A Fire Originates in Your Unit

- If a fire originates in your unit, evacuate immediately. Where possible close all windows and doors. Do not lock your door.
- Activate the local fire alarm by breaking the glass of one of the fire alarm stations located in a common area. **THIS DOES NOT ALERT THE FIRE DEPARTMENT.**
- Call **911** to report a fire at “**The Ambassador, 1209 SW 6th Avenue,**” and state your floor number and unit.
- Evacuate the building. If the stairwell is free of fire and smoke, exit the building by the stairs. Otherwise, use the nearest exterior fire escape.
- Evacuees shall meet at the NE Corner of Madison and Broadway by the Solomon Courthouse for an accounting.
- It is the responsibility of the owner to provide the manager with accurate and up-to-date information as to who occupies a unit, including pets.

If A Fire Originates Elsewhere in the Building

If there is a fire elsewhere in the building, The Ambassador's fire alarm system can be activated in one of three ways: the smoke detectors located in the lobby and hallways, the fire alarm sounding stations, or any water flowing from the fire sprinkler system. Activating the system will sound the alarm in the hallways with loud ringing bells, but it will not contact the Fire Department. **Someone must call 911.**

- If a fire alarm is heard, feel the inside of your front door before leaving the unit. If it is hot, unlock it but do not open it.
- Wet one or more bath towels and place them at the base of the door to prevent smoke and fire from coming under the door. Wet more towels to have available to place over your face in case you must evacuate through a smoke-filled area.
- In case of evacuation, close but do not lock the door to your unit as you leave.
- Exit the building using the shortest route --- stairs if available; fire escape if stairs are unavailable. Climb out the window onto the fire escape from your unit or the nearest unit with a fire escape access. Know where your closest escape is located. Break the glass door pane with the brass ball to obtain access to the nearest fire exit.
- After leaving the building, wait across the street at the NE corner of Madison and Broadway, by the Courthouse, so that others will know you have safely exited the building.
- Do not re-enter or try to fight the fire. Emergency personnel will be able to access the common areas of the building using the KNOX-BOX entry system.