

FIRE SAFETY AND EVACUATION PLAN



[Village at Dadeland Condominium Association Inc]

[7440 SW 82nd St Miami FL 33143]



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SECTION 1: GENERAL INFORMATION

PURPOSE

The purpose of the Fire Safety and Evacuation Plan (FSEP) is to establish procedures required by The Florida Fire Prevention Code is adopted by the State Fire Marshal at three year intervals as required by Chapter 633.202, Florida Statutes. This complex set of fire code provisions are enforced by the local fire official within each county, municipality, and special fire district in the state. The county, municipality or special district in which you reside may also have local amendments applicable only to your community.

Instructions for the preparer

SECTION 2: RESPONSIBILITIES AND DUTIES

An effective Fire Safety and Evacuation Plan (“this plan”) requires the coordination of many occupants in a building. All building occupants, including staff and other personnel, need to be aware of their roles and responsibilities in case of an emergency.

RESPONSIBILITIES OF OWNERS AND RESIDENTS INCLUDING STAFF

1. Be familiar with building emergency procedures and act in the event of an emergency.
2. Participate in drills and training as required.
3. Inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency.
4. Supervisors orient new employees and residents of this plan upon hire and moving in.
5. Be familiar with guidelines herein to evacuate, take refuge, or stay in place if you are a person with mobility disabilities.

RESPONSIBILITIES OF EMPLOYEES

1. Be familiar with building emergency procedures and act in the event of an emergency..
2. Respond to building alarms and promptly evacuate residents.
3. Follow directions of instructors, evacuation, police and fire representatives.

EVACUATION DIRECTOR RESPONSIBILITIES

1. Administrative
 - a. Prepare, maintain and distribute the Fire Safety and Evacuation Plan (FSEP) to building occupants.
 - b. Work with management in all departments occupying the building to include the FSEP in [new employee orientation](#).

- c. Be familiar with duties and emergency procedures.
- 2. Training
 - a. Fire Extinguisher Training (**Not required**):
- 3. Preparation Guidelines
 - a. Be familiar with the FSEP and all relevant emergency procedures. Coordinate with building/department administrators responsible for employee, owners, residents and visitor health and safety to ensure all units occupying the building are addressed in this plan.

SECTION 3: EVACUATION PROCEDURES

The evacuation procedures below are intended for building occupants to follow when there is a fire or other building emergency that requires evacuation.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
 2. Begin immediate evacuation of the building.
 3. Take your keys and valuables.
 4. Close doors behind you as you exit. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire.
 5. Evacuate via the nearest stairwell or grade/ground level exit. Do not use an elevator. Do not go to the roof.
 6. Go to your pre-determined evacuation assembly point, typically outdoors at a safe distance from the building and out of the way of emergency services.
 7. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance.
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SECTION 4: EMERGENCY PROCEDURES

All fire alarm activations should be taken seriously. Building occupants must evacuate when the alarm sounds. **Never** assume it is a false alarm.

FIRE/EXPLOSION

- If something is on fire, use the **nearest pull station** to **activate the fire alarm**.-----→
- **Call 9-1-1**. Communicate the details you know.
- **Use a fire extinguisher for small fires only**. Before you fight a fire, make sure that you:
 - Have **called 9-1-1** or pulled the fire alarm
 - Have been **trained** to use an extinguisher
 - Have an **evacuation route** planned
- If trapped by smoke or fire; **stay low** and try to **cover your mouth** with a wet cloth.
 - **Find a room** where you can **seal the cracks under the door** and **call 9-1-1**
 - If **near a window**, open but do **not break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire; **STOP, DROP and ROLL** to smother the flames.



ALL FIRE ALARMS

- If you hear the fire alarm, **evacuate the building or area**. Close all doors as you go.
 - Wear face covering if under smoke.
 - **Do not use elevators**. Evacuate by using the **nearest stairwell**.
 - **Go to your evacuation assembly point**. Parking lot is the assembly point, **stay away from Laundry Rooms in the Villa as they are operated by GAS, and Laundry Rooms in building K**.
 - Maintain physical distancing at the evacuation assembly point.
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- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.
 - When the fire department has communicated “ALL CLEAR,” announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.

If a fire occurs in a building without a fire alarm

- **Call out “FIRE – GET OUT”** loudly, using your voice **to inform other occupants**.
- **Call 9-1-1** and report the building name, address and specifics of the emergency.
- **Follow the general procedures listed above.**
- **Steps of how to use a Fire Extinguisher.**



SECTION 5: EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

This section provides a general guideline of evacuation procedures for persons who may have difficulty exiting during building evacuations. Personnel, Residents, and visitors with disabilities are expected to consider their [evacuation options](#) in advance to determine their best response to a building emergency.

PLANNING

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for each building they occupy.
2. Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency.
3. Document their [evacuation plans](#) and provide them to the building evacuation director who will inform evacuation wardens and retain it for reference.
4. Keep a face covering on their person at all times if required under communicable disease restrictions.

EVACUATION OPTIONS

Persons with disabilities have five [evacuation options](#) listed in order of safety. This information is primarily to address evacuation for persons with mobility disabilities.

1. **Exit the building (safest option):** Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be the nearest exit.
2. **Move to a safer part of the building:** In large buildings move to area where the alarm is not sounding and people can see you.
3. **Move to an Area of Refuge:** An Area of Refuge is a designated area inside a building where you can safely remain in place during a building evacuation that is equipped with two-way communications with the Police Department.
4. **Use an assisted evacuation device:** An assisted evacuation device, such as a specially designed chair, can be used by trained personnel to evacuate people with mobility disabilities.
5. **Stay in place (least safe option):** It may be appropriate for an individual who is unable to exit the building to stay in place in the following areas:

- A **building stairwell** that has a large landing; wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared before entering the stairwell.
- **Enclosed elevator lobbies**
- **Fire-rated exit corridors**, especially when close to an exit.
- **An enclosed room with an exterior window, a telephone, and a solid or fire resistant door**; with this option, you may keep in contact with emergency services by dialing 9-1-1 and reporting your location directly. Emergency services will relay this location to on-site emergency personnel who will determine the need for evacuation.

Elevators can be unsafe to use in an emergency and in most buildings they are automatically recalled to the ground floor. Emergency personnel have special keys to override the elevator functions and can use them to assist with evacuation.



EMERGENCY PROCEDURES

1. Persons with mobility disabilities should evacuate (if able), report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
 2. If reporting to an area of refuge or staying in place, contact emergency services by calling 9-1-1 and inform them of your plans.
 3. Volunteers may assist persons with disabilities reach an area of refuge but should evacuate and go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
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SECTION 6: BUILDING-SPECIFIC INFORMATION

Emergency Communications

The following is used to describe the method used to notify first responders of an emergency within our building.

☐ Our building elevator is equipped with a **monitored** alarm system. In the event of a malfunction alarm activation, signals are sent to a central monitoring station that notifies the Fire Department. If it does not work call 911 to report specific information about the emergency.

☐ Our building is equipped with a fire alarm system that is **not monitored**. Call 9-1-1.

Buildings with 10 units or more.

☐ Our building is **not** equipped with a fire alarm system. Call 9-1-1.

Buildings Less than 10 units.

APPLICANTS FOR OCCUPANCY MUST READ THE FOLLOWING AND CONSENT TO THE LIMITING CONDITIONS AND THE TERMS SET FORTH BELOW.

Limiting Conditions:

1. All structures on Village at Dadeland for lands constructed by Developer shall remain the property of association, who shall be solely responsible for ensuring that such structures and other uses remain in good and safe condition. Owners are advised that other federal, state and local safety standards may govern the occupancy and use of Village at Dadeland. Village at Dadeland assumes no duty with regard to ensuring that such uses are so maintained and assumes no liability with regard to injuries caused to others by any negligence fire failure.

2. Owners and Renters solely acknowledges and accepts the duty and all associated responsibilities to incorporate safety, which meet applicable engineering practice and accepted industry standards, into the design, construction, operation and continued maintenance of the permitted facilities/authorized use. This duty shall include, modifications made internal and external units without approval and permits not approved. Association will not be liable for Fires caused by modifications made know and unknow.
