

# Emergency and Safety Manual for the Pompano Aegean Condominium

## Introduction

The purpose of this document is to establish for Pompano Aegean residents, and their visitors, a guideline on how to prepare and deal with emergency situations.

- Safety is always the number one priority
- There is no substitute for preparation

The procedures in this document have been prepared to ensure your safety and wellbeing. In the event you have questions, please contact the office, building manager and/or a member of the Safety Committee.

## **1. Fire and Safety Emergency**

- The Pompano Aegean Condominium (PAC) is equipped with a fire fighting sprinkler system on each floor of the residential hallways, as well as in all communal areas. This system will respond automatically in the case of fire.
- There is a fire alarm pull station, as well as a fire extinguisher at each stairwell exit and near unit 14 on each residential floor.
- In the event of a fire, in your residence or in another location, please keep the following safety evacuation recommendations in mind:
  - Any signs of fire:
    - 1) Call 911 and the Security Desk
    - 2) Get to Safety Immediately
  - When exiting the apartment, ensure the door is not hot before opening and entering the hallway. In the event the door is hot, remain in unit and call Security immediately.
  - Close the door behind you when exiting the unit.
  - Do not lock the door.
  - Proceed to the nearest and/or safest stairway and use the stairs to exit the building.
    - A) Stay to the right and use the handrails to guide yourself to safety.
    - B) If unable to descend the stairs wait on the landing for assistance.

### **NEVER USE THE ELEVATORS**

**Please note\*** Once you have exited the apartment, never attempt to re-enter for any reason. Only return when the Fire Department or Building Management has deemed the situation to no longer be a threat. Consider, in advance, of notifying the Management Office if any member of the household needs assistance during an evacuation. These emergency accommodations would be passed on to the responding Fire Department. Additionally, you may

want to consider designating a place to meet for your family and guests outside of the building and away from emergency vehicles.

**Remember\* In the event of Fire, call 911 then Building Security**

**2. Medical Related Safety and Emergency**

- The PAC is equipped with two AED (Automated External Defibrillator) kits for use in the event of a cardiac emergency. One AED is located in the lobby, and the other is situated in the East Lounge, next to the exit door to the spa.
- In the event of a medical emergency, call 911 and then the Security Desk
- Leave the apartment door unlocked for ease of access for first responders.
- Maintain a Medical Emergency Card accessible to pass on to First Responders upon their arrival. This card should include:
  - A) Name and Age of resident
  - B) Medical History/ Allergies
  - C) Medications

To assist residents, an EMERGENCY MEDICAL FORM has been developed and will be distributed for each resident's use. It is recommended to have this information handy and in a conspicuous place, in the case of an emergency.

**Remember\* In the event of a Medical Emergency, call 911 then Building Security**

**3. Hurricane Procedures**

- For information go to the Broward County website [BROWARD.ORG/HURRICANE](http://BROWARD.ORG/HURRICANE) Additionally, a copy of the procedures is maintained in the Aegean Office.

**4. General Crime Prevention Tips**

- Most criminal events are crimes of opportunity. Being aware of your surroundings and alert to circumstances as they present themselves, is the best way to avoid becoming a victim.
- Always lock door apartments
- Do not let anyone enter the apartment without proper authority. If unsure, check with Security before allowing any strangers into the unit.
- Notify Security if you witness suspicious or unsafe activity.
- Always lock your vehicle. Do not leave valuables visible in your car.
- Make sure the beach access gate is locked after entering or exiting the facility.

## **5. Off Premise Crime Prevention Tips**

- Avoid traffic related altercations and parking space disputes
- Park in well lit areas and have your keys ready as you approach your vehicle.
- Use the emergency button on your remote in the event of concern or incident
- Safeguard your electronic devices. Avoid becoming a victim of identity theft

## **6. Securing your unit in the event of extended absences**

- PAC strongly recommends all residents to follow the “Going Away Checklist”
- Being mindful of simple actions (i.e. turning of water heater shut off valves can prevent damage to yours and a neighbor’s unit).
  - Turn off your main water supply. There should be an identifying tag on your valve.
  - Turn off the water heater valve and circuit breaker.
  - Set you unit thermostat no higher than 78 degrees and Humidistat at 65 degrees (or the away switch).
  - Put one cupful of bleach in toilets and drains. Cover the toilets with plastic wrap and close the lid.
  - Leave all sinks and drains open.
  - Tightly close and lock hurricane shutters, windows, doors, drapes and blinds.
  - Leave a copy of Service Contracts on your counter.
  - Arrange for someone to periodically check on your residence.
  - For units without shutters, remove all items from the balcony.

## **7. Miscellaneous**

- Alert the Office or Security regarding any water leaks, electrical emergencies and/or any immediate safety issues.
- Follow the list of posted safety rules while using the pool and spa.
- Change out batteries on your smoke and carbon dioxide detectors every 6 months.
- Consider downloading free emergency/disaster apps for info and guidance