



# WATERGATE COMMUNITY ASSOCIATION

*8 Captain Drive*

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: [wcaoffice@aol.com](mailto:wcaoffice@aol.com) Website: [www.watergatecommunityassociation.com](http://www.watergatecommunityassociation.com)

## EMERGENCY PROCEDURES

### EARTHQUAKE

#### During an Earthquake

1. Take cover in your unit.
  - a. The best location is under a doorframe, desk, or table, or near an interior wall. Stay away from glass – mirrors, doors, and windows. Outside walls and tall-unattached furniture.
2. Kneel with your back toward windows, and cover the back of your neck with your hands.

#### After an Earthquake

1. Account for everyone in your unit.
2. Expect after-shocks; remain in a relatively safe location away from glass, tall furniture, or other items, which might fall.
3. You are safer inside than outside your building.
4. Avoid electrical wires, gas or water lines, open mains, cigarettes and matches.

#### If Evacuation is Necessary

1. Secure all jewelry and other precious items in your condominium unit. **DO NOT TAKE THESE ITEMS WITH YOU WHEN YOU EVACUATE YOUR UNIT.**
2. Lock all doors and windows in your unit before exiting.
3. Take emergency water, food, clothing blankets and first aid kit and medicines.
4. Do not use the elevators, as they can get jammed between floors. Go down the stairs and exit on the ground floor. Then proceed to the Assembly Area on Captain Drive (the tennis courts)
5. Upon arrival at the Assembly Area, report to the emergency crews and tell them the status of all members in your household
6. **REMAIN IN THE DESIGNATED ASSEMBLY AREA** and follow the instructions of the emergency crews.

The Manager, assisted by his staff and Security, will secure the building, coordinate evacuation routes out of the buildings, and provide for medical assistance in the designated Assembly Area.

**MOST IMPORTANT: FOLLOW INSTRUCTIONS OF EMERGENCY CREWS AND STAFF**

#### In Advance

ASSEMBLE a flashlight, portable radio, extra batteries, light sticks, a handy whistle, blanket and sensible clothing for use in emergency, such as: low-heeled shoes, jeans, or other sturdy slacks, sweaters, jackets, work gloves and hats. Sleeping bags are advisable.

STORE one gallon of water per person, per day for drinking and cooking, sufficient for seven days. Store an adequate food supply for at least seven days consisting on non-perishable foodstuffs such as dried and canned food, in a safe place, accessible in the event of a disaster. Maintain a one-week supply of all medications. Keep an updated list of all of your prescription medications in your wallet, including your eyeglass prescription. Retain your last pair of prescription eyeglasses.

INSTALL safety latches on kitchen cabinets. Attach tall bookcases and furniture to the wall by placing a board across two or more studs and attach the furniture to the board.

EMERGENCY PROCEDURES

## **FIRE IN CASE OF A FIRE**

Please familiarize yourself with the location of the stairwell which gives you access to the ground level, and with the location of fire extinguishers and the fire alarms and equipment in your unit and on your floor. Also, have two alternative ways to exit the building. It is advisable that each unit has at least one 2-½ pound ABC fire extinguisher. All units need smoke alarms near the kitchen and bedrooms. *BATTERIES SHOULD BE CHANGED AT LEAST TWICE A YEAR* (When daylight savings begins and ends is a good way to remember to do it). This may save your life!

Each privately owned residence/unit has been equipped with a heat detector above the unit entrance, and an alarm speaker next to the bedroom. Common Areas such as hallways, trash rooms, laundry rooms and lobby entrances, have been appropriately equipped with smoke detectors and/or heat sensors as well as alarm speakers at regular intervals as per code. Each and every device is in constant communication with the central control panel that will indicate a trouble-signal in the case of a malfunction or if tampered with, or will initiate a general building alarm if activated.

1. CALL THE FIRE DEPARTMENT IMMEDIATELY (911) and give the following information:
  - a. Watergate address
  - b. Nearest cross street: Powell Street
  - c. Unit Number
  - d. What is burning
  - e. Give Security's phone number 772-5005, for call back.
2. Call the Security Office 772-5005. Tell them the same information that was given to the Fire Department.
3. If you can do so **safely**, fight the fire using the extinguisher in your unit or hall. Security will provide aid, if possible.
4. If you cannot **safely** extinguish the fire, leave your unit closing the door and leaving it unlocked. Pull the hallway fire alarm and proceed to the stairwell. Walk down the stairs and out of the building. Meet the fire fighters at your building entrance.

If the fire is **outside of your unit**:

1. Assemble all residents in your unit. Feel the top of your front door with the back of your hand. **If it is hot, do not open it.** Stay inside your unit, and shut all doors and windows. Place a wet bath towel at the bottom of your front door to keep out the smoke. If your telephone is working, **CALL THE FIRE DEPARTMENT (911) AND TELL THEM WHERE YOU ARE.** Hand a sheet on your balcony to alert fire fighters that you are trapped. Wait on the balcony if it is safe, or go to the nearest window and await rescue from that location.
2. **If you door is not hot, open it cautiously** (*standing behind it prepared to close it if necessary*). If the hallway is not smoky, close your door and go down the nearest stairwell and away from the building. (Test each door for heat, and close each door as you pass through)
3. If the smoke is dense, stay close to the floor. Cover your nose and mouth with a wet cloth.

## **DO NOT USE ELEVATORS**

Stairwells are the safest exit to the ground level in the event of fire or evacuation.