

STONEWOOD TOWERS PROCEDURE NO. 18
EMERGENCY PROCEDURES

Subject: Emergency Procedures

This procedure is published in order to identify the majority of emergencies that may occur at Stonewood Towers and the actions that follow. It also states the security surveillance measures that are in effect on Stonewood Towers property.

There are a number of various emergency situations that may occur, each of which requires prompt, correct actions. These situations and actions are stated below in order to familiarize residents and employees about them. The security surveillance measures are described to acquaint residents with not only the normal security duties of security personnel, but also to state the limitations of security.

EMERGENCY SITUATIONS AND ACTIONS:

1. Fire- Call 911. If circumstances permit, also notify Security, 783-8417
2. Ambulance Needed- Same as above.
3. Police Needed- Same as above.
4. Disturbance in Unit(s) or on property- Call Security who will investigate and determine if he can resolve the situation or if further action is warranted (i.e. police or Manager)
5. Property Destruction- Same as above.
6. Elevator Outage- If using emergency phone, without dialing, you will get the emergency elevator response unit who will advise Stonewood Security. Otherwise, from another phone, call Security or the Manager (783-7879). Security will attempt to have elevator reset or if unable to fix, they will call the Manager to obtain assistance from the elevator company.
7. Power Outage- Standby power commences to operate shortly after an outage and furnishes power for B Building elevators and emergency lighting in stairwells. The Manager or Security will notify FPL of any power outage.
8. Unit Flooding/Disaster- The Manager has a procedure for either the Manager or Head Maintenance person to enter units due to flooding/disaster when occupants are not at home. The Manager should be called during normal working hours or via Security Personnel outside normal working hours. The procedure depends upon access to unit keys in order to locate and stop the water from further flooding. Keys must be available for use by the Manager or Maintenance, or the unit door will be forcibly opened to gain access.
9. Severe Weather- Residents must follow instructions of local authorities. The Manager will pass information on to units via the public address system, as appropriate, but residents should tune to TV/radio for up-to-date information. Generally, during severe weather, furniture and loose articles on balconies should be moved indoors.

10. Hurricane Evacuation- This procedure is to be implemented whenever a legal evacuation order has been received for this area. Local authorities will establish the evacuation deadline which is usually 24 hours before the hurricane's arrival. All provisions of this procedure will be completed and all employees will be released before the evacuation deadline. The water booster pumps and the elevators will be inactivated 15 minutes before the deadline. See Procedure No. 30 for the complete evacuation plan for a hurricane evacuation.

Security Surveillance:

Stonewood Towers has one Security Person on duty 24 hours each day to maintain security of the property and to control access to the property. Security has specific instructions about how to control access to Stonewood Towers, and also is responsible for patrolling and checking various areas and items periodically during each work shift. Security keeps a detailed checklist of particular areas and items that are checked, the time checked, and any comments. The Manager reviews the checklists and follows up on those items which may need additional actions. Security is authorized to take actions that may be required to resolve improper matters that occur, or to call the Manager or appropriate authorities to assist in resolving improper matters.

Residents must be aware that with only one Security Person there is a minimum amount of security at Stonewood Towers, although more security exists here than at most other local condominiums. It should be realized that our main gate is open and unattended whenever the Security Person is patrolling and checking the property or investigating some situation. Also, it should be realized that our property fences and gates, although a deterrent, can rather easily be scaled by a person who may be intent on some type of criminal mischief. Therefore, it is highly recommended that unit doors be kept locked when residents are away from their unit. It is recommended that suspicious activity on the property be reported promptly to Security.

FOR THE BOARD OF ADMINISTRATION