

Skyline House Condominium

EMERGENCY GUIDELINES FOR RESIDENTS



Skyline House
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Skyline House

EMERGENCY GUIDELINES FOR RESIDENTS

Skyline House is a safe living community. Like all vibrant communities, the unexpected will occasionally happen, and those unexpected moments can sometimes pose dangers that require us to act very quickly to avoid and minimize injury. These are **emergencies**. The best way to deal with any emergency is to expect the unexpected; in other words, to make a plan and know how to react before a life-threatening situation occurs.

This guide will help you develop an emergency plan and think about how to prepare for the unexpected. Please read it carefully, discuss it with family members, and keep it handy for periodic review. We want you to stay safe.

Planning for Potential Emergencies

At Skyline House, we should prepare for a variety of potential emergencies.

Most Likely Emergencies:

- Fire
- Hurricane

Rare Emergencies:

- Trapped in Elevator
- Tornado
- Earthquake

Extremely Unlikely Emergencies:

- Bomb Threat
- Suspect Object or Package
- Dirty Bomb
- Nerve Gas Exposure

However unlikely some of these emergencies might be, please follow the guidelines below to protect yourself. Should any emergency occur, you and your loved ones are more likely

to come through it safely if you have thought in advance about how to react and have a plan ready to implement at a moment's notice.

DISABLED RESIDENTS

Residents who have disabilities that might impair their mobility and ability to exit during an emergency should register with the Management Office when they begin living at Skyline House. If they have not done so, they should register without further delay.

FIRE

In Your Unit

Should a fire break out within your unit, immediately call 911 first, and then the Front Desk. Leave your unit, if possible. If not possible, wait on the balcony or patio and close the balcony/patio door, but do not lock it. If the Front Desk does not respond immediately after you have called 911, then leave the unit.

To avoid fires in your unit, never put papers, laundry, plastics or anything nonmetallic on the stove surface, and keep all flammable materials away from the stove and heat pump. When you are away, unplug appliances such as toasters, toaster ovens and electric kettles. Never use a space heater in your unit. Make sure your smoke detector is working at all times.

In the Building

Common areas of Skyline House are equipped with smoke alarms and sprinklers activated by heat sensors that will automatically set off the master fire alarm system. This alarm system is also activated when a person pulls an alarm. Alarm pulls are located on each level of the garage and each floor of the buildings. The system automatically calls the Fire Department.

Your unit contains a speaker box. If the fire alarm sounds, you will hear it and be directed to leave the building immediately by the nearest exit. **Do not use the elevators.** They will automatically shut down if the fire alarm is activated.

Leave the building via the nearest stairwell; hold the handrail, and grasp the hands of minor children. Do not shove others. Remain calm and exit in an orderly manner. Keep the stairway doors closed to prevent smoke from entering the stairwells and to prevent air updrafts that could fan the fire. Do not re-enter the building until authorities authorize your return.

Should a fire occur either within the unit or in the hallway, **disabled residents** should attempt to wait in the hall away from the fire, if possible, or just inside the nearest stairwell. Front Desk personnel will give a list of all registered disabled residents to fire fighters upon their arrival, who will attempt to rescue them quickly.

HURRICANES

If weather forecasters announce the likely arrival of a hurricane in our area, local newspapers, TV channels and radio programs will carry warnings. Please stay alert and heed them. Prior to the storm, consult the following checklist and be prepared.

Skyline House Management has an emergency announcement system to notify the entire building or a specific floor when and if an emergency occurs. Please listen and follow instructions, especially if “sheltering in place” (remaining) in your unit or within the building is necessary.

Hurricane Preparedness Checklist

Before the storm:

- Have cash on hand in small denominations.
- Maintain a portable battery-powered AM radio.
- Secure or remove items on your balcony or patio (potted plants, furniture, electric grills, etc.).
- Fill the bathtub and other large containers with water for sanitary purposes (cleaning, flushing toilets, etc.).
- Store all important documents (insurance papers, deeds, titles, etc.) in a waterproof container and in a secure location.
- Shop for essential grocery, pharmacy and household items to last up to 7 days.
- Fill your car tank with gas.
- Place towels beneath your balcony/patio door and along windowsills.
- Charge your cell phone, iPad, and laptop.

During the storm:

- Keep curtains and blinds closed.
- Take refuge, if necessary, in a small interior room, closet or hallway.
- If power goes out, use flashlights or battery-powered lights; avoid using candles.

After the storm:

- Inspect your unit for storm damage.
- Do not venture onto roads until advised they are passable and safe.
- Look for downed power lines, including on Skyline House property and nearby sidewalks and roads and avoid them if you see them.

TRAPPED IN ELEVATOR

Because Skyline House management employs ongoing maintenance of all elevators and adheres to a regular inspection schedule, it is highly unlikely that you will find yourself trapped in an elevator. However, should that ever occur, use the elevator emergency telephone to notify the Front Desk personnel, who will dispatch help immediately. Remain calm and be assured that your safety and release will be the highest priority.

TORNADOS

In the unlikely occurrence that a tornado should be detected in the vicinity of Skyline House, local authorities probably will sound a loud alarm. Often warnings are issued on local radio and TV stations. Please heed such warnings or alarms and act quickly. Also, should you see a funnel cloud; notice suddenly increasing wind, rain, hail or lightening; or hear a sound like an approaching train (there are no railroad pathways in earshot of Skyline House), go immediately to the part of your unit that is farthest from the windows and take children with you. In smaller units, this usually is the bathroom off the bedroom; in larger units, it will probably be the hallway bathroom.

If you are outside when the alarm sounds, seek shelter immediately.

Once the tornado has passed, be **VERY CAREFUL ABOUT DOWNED POWER LINES** outside.

EARTHQUAKES

While earthquakes are extremely rare in this region, recent experience suggests that we be prepared for them.

Prepare for an earthquake:

- Learn where all emergency evacuation exits are in your building, including the garage, exercise room, shower rooms, swimming pool, storage rooms, bicycle rooms, party rooms, and lobbies.
- Learn what Fairfax County advises residents to do in the event of an earthquake by consulting its website at www.fairfaxcounty.gov or by calling the county's District Supervisor at 703-256-7717.
- Pick safe places in each room of your unit. This might be under a heavy piece of furniture such as a desk or table, or against an interior wall away from windows, bookcases, wall shelves, or tall furniture that could fall on you.

- Practice dropping to the floor, covering yourself and your children, and holding on in each safe place. If you do not have sturdy furniture to hold on to, sit on the floor, lean against an interior wall, and cover your head and neck with your arms. Have an earthquake drill with everyone who lives with you, including young children, so everyone will know what to do.
- Keep a charged flashlight and sturdy shoes by each person's bed.
- Keep and maintain an emergency supplies kit (see below) in an easy-to-access location.

During an earthquake:

- Drop to the floor, cover yourself and your children, and hold on to something sturdy. Move as little as possible.
- If you are in bed, stay there, curl up, and hold on. Protect your head with a pillow.
- Stay away from windows to avoid being injured by shattered glass. Remain indoors until the shaking stops and it is safe to exit. Use the stairs rather than elevators in case there are aftershocks, power outages or other damage. Hold on to stairwell handrails and young children's hands.
- Remain calm.
- Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

After an earthquake:

Expect and prepare for potential aftershocks and be ready to drop to the floor, cover yourself and your children, and hold on to something sturdy. Aftershocks frequently occur minutes, days, weeks and even months following an earthquake.

Listen to a portable, battery-operated or hand-crank radio for updates, emergency information and instructions.

Open closet and cabinet doors carefully because contents may have shifted.

If you were away from home during the earthquake, return only when authorities advise it is safe to do so. Enter Skyline House grounds, buildings and your unit with caution, and be alert to possible hazards.

Check Skyline House's bulletin boards, website and newsletter, and read notices distributed beneath unit doors for updates specific to Skyline House.

BOMB THREATS

If you should receive a bomb threat or learn of a bomb threat directed at anyone or anywhere at Skyline House, report it immediately to Front Desk personnel, who will immediately implement procedures to alert police and advise you of any actions you should take. Remain calm.

SUSPECT OBJECTS OR PACKAGES

Should you discover a suspicious object or package located anywhere on the Skyline House property, call 911. **Do not touch** or move the object. Explosive devices may appear in a recognizable form or may be very sophisticated so as to disguise their purpose. Inform the Front Desk and remain calm. Do not frighten other residents. The police will quickly address the situation, which may not prove dangerous.

DIRTY BOMBS

While it is extremely unlikely that a dirty bomb would ever detonate in the vicinity of Skyline House, the Department of Homeland Security advises us how to proceed in the rare event it should occur.

First we must understand what a dirty bomb is. It consists of an explosive mixture, often containing dynamite, with radioactive powder or pellets. When the explosive is set off, the blast carries the radioactive material into the surrounding area. The purpose is to cause radioactive contamination. Radioactive particles can be breathed in or get on the skin or clothing. Because people cannot see, smell, feel or taste radiation, you may not know you have been exposed to a dirty bomb. You can be exposed when radiation energy penetrates the body. Here is what you should know.

Symptoms of exposure to radioactive material:

- Mild effects—skin reddening.
- Serious effects—nausea, vomiting, diarrhea. Serious effects can lead to cancer.

Protect yourself during and immediately after an attack:

- Cover your mouth and nose with a cloth. Try not to breathe in contaminated air.
- If you are in your car, close the windows and turn off the heater, air conditioner or vents. Minimize contact with the air outside.

- Go indoors or behind a solid wall.
- Once inside, close the windows and turn off the heater, air conditioner or fans.
- Before coming inside, remove clothing and jewelry and conceal them in a plastic bag to get rid of the radioactive dust so you do not breathe it in or spread it.

If you are exposed:

- Do not consume food or beverages that may have been exposed to radioactive dust. When in doubt, avoid.
- If you have symptoms, seek medical attention immediately.
- If you think there has been an attack, turn on the TV or radio. Listen for instructions from the police or firefighters on how to proceed in your vicinity. They may have sensors to detect radiation.

NERVE GAS EXPOSURE

We can safely say that most of us never expect to be exposed to nerve gas but, like any other emergency, we should be prepared for the unexpected. Living near our nation's capital puts us at increased risk.

Nerve Gas agents such as Sarin, Tabun, or VX are toxic chemicals. They have no smell or color, and they can exist in a liquid or gas form. Even small amounts of nerve gas can kill because they poison the body's nervous system. They can be breathed in through the nose or mouth, or absorbed through the skin or eyes.

Symptoms of nerve gas exposure:

Symptoms can appear within a few seconds or up to 18 hours. They include:

- Difficulty breathing, tightness in the chest, and respiratory arrest
- Nausea, drowsiness, vomiting and diarrhea
- Confusion and seizures
- Drooling, runny nose, eye irritation, and tearing
- Severe muscle weakness

What to do if exposed:

- If exposed to nerve gas outside, leave the site of exposure right away. Go to higher ground for fresh air or the top of a building. Nerve gas is heavier than air. Unless there is a wind, it will settle into low-lying areas and basements.

- Another option if you are outside is to hold your breath without breathing in first and go inside. Close all doors and windows. Shut off the heat or air conditioning to keep outside air from coming in.
- If exposed to nerve gas inside, leave the building right away.
- Remove your clothes to prevent further exposure. Cut off clothes that would usually be pulled over your head to keep them away from your eyes, nose or mouth. **DO NOT SHAKE** them. Put them in a bag if you have one and tightly close the top. If you do not have a bag, leave them in a heap. **DO NOT** pick them up.
- Take a shower using soap, and shampoo your hair if possible. If there is no soap but there is water, rinse your body and hair thoroughly with water.
- If water, soap, and shampoo are not available, cover your skin and hair with an absorbent powder such as talcum powder or flour. Stand on a towel or other fabric. When you are finished, put the fabric you stood on into a bag and tightly close it.

INJURED RESIDENTS

In any Skyline House emergency, should you encounter any injured persons, do not call the Front Desk. Instead, call 911 so professionally trained health personnel can provide help that will not cause further injury. Do not try to move the injured person. If the person is not breathing, try to give CPR until the health providers arrive. Remain calm.

CHILDREN IN EMERGENCY SITUATIONS

Skyline House is home to many children, from newborn babies to teenagers. We cannot overlook them in preparing for any emergency. While all of the information in these guidelines is pertinent to children, it is important to recognize that children have special needs and concerns and may lack particular skills and physical features, such as life experience and physical strength, which may affect an emergency's impact on them and their ability to cope successfully. It is our responsibility to ensure their preparation and protection should an emergency occur.

After a serious emergency, children need to be assured they will be OK and that adults will take care of them and keep them safe. Children may be afraid the emergency will occur again, they will be injured, or left alone. Children may even interpret disasters as punishment for real or imagined misdeeds. Explain that the emergency was a natural event. Following a disaster there can be other events that are especially stressful for a child, such as:

- Being separated from parents

- Being exposed to television news
- Feeling a loss of control
- Being anxious
- Being exposed to others' stories of trauma or disaster

Children will be less likely to experience prolonged fear or anxiety if they know what to expect after an emergency. Here are some suggestions

- Talk about your own experiences with emergencies, or read aloud a book about them.
- Encourage your child to express feelings of fear. Listen carefully and show understanding.
- Offer reassurance. Tell your child that the situation is not permanent, and provide physical reassurance through time spent together and displays of affection.
- Include children in simple and supervised clean-up activities. It is comforting to children to watch their environment begin to return to normal and to have a job to do.
- Get children involved in artwork (drawing, molding clay, etc.) to help them express emotions.
- Prepare children BEFORE an emergency with drills, activities, books and other teachable moments.

Symptoms of anxiety may not appear for weeks or even months after an emergency event, and they can affect people of any age. If anxiety disrupts daily activities for any member of your family, seek professional assistance through a school counselor, community religious organization, your physician, or a licensed professional.

The Child Care Aware website also provides a helpful list of additional resources for parents coping with emergencies. <http://www.naccrra.org/programs-services/crisis-and-disaster-resources/crisis-and-disaster-resources-for-parents>

Skyline House management also recommends that children be instructed at an early age to tell emergency personnel their names, ages and where they live, as well as the names of their parents. If possible, teach them their family's telephone number. If you must leave older children in the unit or anywhere at Skyline House unattended, it is important that they know how to call 911 and the Front Desk for help. Remember: preparation is the best assurance they will remain safe. During any emergency, remain calm and reassuring. Your obvious anxiety is likely to communicate itself to your children.

EMERGENCY SUPPLIES KIT

Because we do not know when an emergency will occur, it is very important to have a kit already filled with emergency supplies. Every member of your family should know where the kit is stored and how to use it. Besides gathering up children, it may be the most critical item you take with you if you have to leave Skyline House during an emergency. The following shopping list will guide you in creating your own Emergency Supplies Kit; take it with you when you shop.

Shopping List EMERGENCY SUPPLIES KIT

Food

- o 7-day supply of nonperishable food that does not need cooking
- o Hand-operated can opener
- o Plastic plates, cups, utensils

Water

- o 1 gallon of drinking water per person per day, enough for 7 days

First Aid

- o Red Cross-approved first aid kit, including antiseptic cleaner for wounds, antibiotic ointment, and bandages
- o Back-up prescriptions for essential medications
- o List of physical ailments such as diabetics, hypertension, heart disease, etc.
- o Eyeglass prescription
- o Personal physician's name and telephone number

Personal Hygiene

- o Hand sanitizer or disinfectant wipes
- o Toilet paper, tissues, paper towels, garbage bags
- o Dental care and vision products
- o Travel-size soaps, shampoo, and basic cosmetic supplies
- o Change of clothes, pair of shoes and 1 blanket per person

Clean Air Items

- o Nose and mouth protection masks (N-95 rating)
- o Plastic sheeting
- o Duct tape

Baby Items

- o Formula, bottles, powdered milk
- o Diapers
- o Baby wipes
- o Diaper rash ointment

Lighting

- o Flashlights for each family member with extra batteries
- o Fluorescent lanterns for each common area
- o Waterproof matches or a utility lighter

Communication

- o Portable, battery-powered AM/FM radio
- o NOAA All Hazards Alert Radio
- o Landline phone with long cord
- o Extra batteries for flashlights, lanterns, radio
- o Extra cell phone battery charger or car charger
- o Whistle

Family Safety Items

- o Smoke detector with battery [installed in your unit]
- o Fire extinguisher
- o Non-scented bleach for sanitization
- o Sunscreen
- o Insect repellent
- o Shovel and basic tools

Transportation Items

- o Driver's license
- o State and regional road maps
- o Basic repair items (tools, tire patch kit, engine oil)
- o Emergency road safety triangles
- o Games, books, puzzles