

APPENDIX A

Actions to Take to Adverse Events Caused by Emergency Situations

<u>Adverse Event</u>	<u>Unit Owner Actions</u>	<u>339 Board/True North Prop Mgmt Co Actions</u>
Immediate <u>individual health (e.g., medical emergency) or security problems (e.g., break-in, home invasion):</u>	Call 911. Follow instructions given by 911 operator. After emergency is taken care of notify 339 board/True North.	Record Event.
Fire Alarm Activation:	Immediately evacuate your unit and the building. Use stairwells, not elevator. Assemble in parking lot across the street from 339 building. After event, owners inspect units for damage. If appropriate, notify 339 Board/True North.	Record Event. If appropriate, inspect building for damage.
<u>Fire or Heavy Smoke in a unit or the building:</u>	Activate Fire Alarm. Call 911. Evacuate building. Follow instructions given by 911 operator. After emergency is taken care of owners inspect units for damage. If appropriate, notify 339 Board/True North.	Record Event. If appropriate, inspect building for damage.
Power Outage in Unit (Short-term – 2 days or less):	If unplanned, determine if outage is in entire building or if it is unit specific. If unit specific, check electric breakers. If unable to correct, call electrician. Correction is unit owner responsibility. If entire building power is out, contact 339 Board/True North. During power outage, minimize access to refrigerator or freezer. If outside temperatures are below freezing, monitor inside unit temperature regularly. Consider mitigation action, such as use of a kerosene operated heater, if temperature in unit drops below 40 degrees.	Record event. Determine if entire building is without power. If yes, follow building power outage event actions.

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Power Outage in Unit (Long-term – more than 2 days):	During power outage, minimize access to refrigerator or freezer. Consider moving refrigerated or frozen items to prevent spoiling to friends/relatives who have power. If unable to relocate items, dispose of all spoiled food. Keep records of disposed items for personal insurance purposes. If outside temperatures are below freezing, monitor unit temperature in unit regularly. Consider mitigation action, such as use of a kerosene operated heater, if unit temperature drops below 40 degrees. Report outage to 339 Board/True North	Record event. Determine if entire building is without power. If yes, follow building power outage event actions.
Power Outage in entire building (Long-term):	Report Condition to 339 Board/True North.	If outside temperature is below freezing, 339 Board/True North should contact the Hampton Fire Department to mitigate possible adverse actions in fire suppression system from possible frozen system pipes. Mitigation steps to heat stairwells and elevator with gas or kerosene fired heaters should be considered.
Failure of Heating Systems to keep building and individual units above freezing:	For individual units, heat pumps and back-up heating is expected to keep interior temperatures above freezing. If power is out, steps indicated in <i>Power Outage in Unit (Long-Term)</i> should be followed.	For the building, monitoring of stairwells and elevator temperatures should be more intensive. If temperatures drop below 40 degrees, the steps indicated in <i>Power Outage in entire building (Long-Term)</i> should be followed.
Damage to Building:	Anyone noticing any damage to the building, at any time, but especially following emergency situations, should report this information to the 339 Board/True North.	Record and document event. Investigate and take appropriate action.

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Damage within a Unit:	Owners noting damage within their unit after an emergency event should document the conditions noted and report the conditions to 339 Board/True North. Unit owners noting damage or unusual conditions within their units at any time – whether or not caused by an emergency event – should report the damage/conditions to 339 Board/True North. If the conditions noted are likely to affect other adjacent units, owners of these units should also be contacted directly.	Record and document event. Investigate and take appropriate action.
Mandated evacuation from the building and area due to any type of emergency situation:	Follow instructions given by local public safety and/or government officials. Implement your family disaster plans. Secure units when departing.	Follow instructions given by local public safety and/or government officials. Assist in evacuation in any way possible. Ensure that all on-site owners are notified and evacuated. Secure building common areas when departing.
		<p style="text-align: right;">Form 109-Appendix A 10/15/2018</p>