

2. EMERGENCY ACTION INFORMATION:

A. Fire Alarm:

- Evacuate building unless it is known to be a false alarm.
- If the fire alarm goes off by accident or it is a false alarm do the following:
 - Go to the **alarm control box** located on the south wall between the glass doors at the Bond Street entrance.
 - **PRESS THE SILENCE KEY AND ENTER 1955 ON KEY PAD.** This will turn off the alarm. (Instructions are on control box).
 - Call 911 immediately to let them know it is a false alarm.
 - Call East Cascade Security, (541) 389-0015, who monitors the alarm system 24/7.
 - See section 8, “Fire Sensing and Alarm System,” for more information.

B. The fire sprinkler system activates:

- If there is a fire evacuate the building.
- If there is no fire, i.e., someone breaks a sprinkler head:
 - **Have someone call 911 so the fire dept. does not respond.**
 - **Go to the “valve room” closet in the community room.**
 - **Turn the top valve on the big red pipe clockwise, which is the off position.**
 - If there is a chain and lock on the valve the key is in the red box on the west wall.
 - See section 8, “Fire Sprinkler System,” for more information.
- If there is a leaking water pipe but you don’t know if it is from the fire sprinkler system or the fresh water system, turn off both the red valve and the round blue valve on the copper potable water pipe that is in the same room.

C. Sewage Sump Pump Alarm:

- If the alarm in the basement level mechanical room goes off it can be heard in the hallway.
- Master key required to open the door.
- **Silence the alarm by turning off the toggle switch on the left side of the control panel on the back (north) wall.**
- It may be necessary to close down the lower level toilets and all use of water in the kitchen.
- See section 15, “Sewage System,” for more information.

D. People Stuck in Elevator:

- Don’t Panic. The people in the elevator are perfectly safe for an extended length of time unless there is a risk of fire or some other threat to the building.
- If there is still power the building, go into elevator control room across from the office. (Master key required). Turn the large red power switch on the right to off and then back to on. This will hopefully reset the computer and put the elevator back in service.

- If the above doesn't work turn the power off so it doesn't start up while people are being evacuated. Then locate the **special elevator key** on the north wall of the elevator control room. It is about six inches long and it has a toggle on the end. Insert the toggle end of the key into the small hole in the elevator door near the top left. Turn the key clockwise until it engages a cam that releases the door. Slide the door open with the key. It may be necessary to open the door on another floor to get the people out.
- If the above procedures don't work, call Thyssen Krupp Elevator 24 hour dispatch number: 503-255-0079. Their technician lives in Redmond but 90% of his work is in Bend. On a work day he may be only 10-20 minutes away and he is the most experienced at removing people from the elevator.
- If the above procedures don't work, call 911 and the fire department will likely respond.

E. Kitchen Range Fire:

- If there is a range fire the dry chemical fire suppression system should activate automatically.
- If it doesn't activate automatically, **pull the manual chain** to the left of the door near the serving window. See section 10, "Kitchen Range Fire Suppression System," for more information.
- If the system is accidentally activated, or if there is no fire **call 911** so the fire dept does not respond.
- Call East Cascade Security, 389-0015 because they are monitoring the system.

G. Leak in the fresh water system:

- Most sinks and toilets have a shut-off valve to shut off individual fixtures.
- For urinals, take off the chrome nut on the front of the flusher valve with a crescent wrench. Then turn the screw clockwise with a flat head screwdriver.
- If there is a break in the pipe or the above does not work, go to the valve room/closet in the community room. Turn the round blue valve on the copper potable water pipe clockwise. This will shut off all water to the church except the Fire Sprinkler System. See section 3 for additional information.
- If there is a leaking water pipe but you don't know if it is from the fire sprinkler system or the fresh water system, turn off both the red valve and the round blue valve on the copper potable water pipe that is in the same room.