

Place One Condominium

Policy Statement

Date: March 1, 2014
Policy Statement: 14-14 (Replaces 13-14)
Subject: Safety and Security

I. Introduction

This Policy outlines ways residents can assist in ensuring a safe and secure Place One. Proactivity in these areas can minimize risk to residents, guests and property. Safety and security questions and concerns should be directed to the Front Desk or Management.

II. Safety

Be cognizant of safety related issues in general and report potential safety hazards on the grounds or within the building to the Front Desk.

A. Vehicles. Be cautious when operating a vehicle, drive within the published speed limit, and follow other safety related requirements in Policy Statement *Parking and Vehicle Management*.

B. Fire. Minimize risk associated with fire through the following:

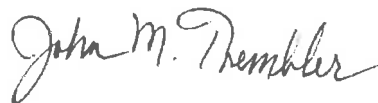
1. Installing and maintaining working unit smoke detectors in accordance with City of Alexandria Code.
2. Unplugging appliances that use resistance to generate heat (e.g. coffee pot and toaster) when not in use.
3. Repairing malfunctioning receptacles and switches.
4. Managing cigarette, cigar, candles and balcony grill use so as not to cause fire.
5. Watering real Christmas trees and discarding them prior to drying out.
6. Ensuring there is no lint buildup in dryer filters and vents.
7. Reporting smoke and/or fire by calling 911 first and the Front Desk at 703-370-1776 second. Note: Fire Evacuation "red" manual pull alarms are located by each stairwell exit for use by Residents in an emergency.
8. Evacuating the building immediately during a fire alarm using the closest fire escape stairwells. Do not use elevators. Become familiar with Attachment A, Place One's Emergency Evacuation Procedures and practice an exit.
9. Ensuring your unit number is registered with the Front Desk if any occupants have a disability, temporary or permanent, which would hinder

their ability to evacuate. Additionally, in the event of an alarm, disabled occupant(s) should call 911 and calmly provide the unit number and individual(s) name in need of assistance.

III. Security

Be alert to the presence of strangers in the building or on the property. Report suspicious activity either by calling 911 or the Front Desk and take photos when the opportunity presents itself.

- A. Common Entrances.** Be sure all doors and gates successfully close and lock after entry, especially the parking lot fence gate located just outside the rear lobby entrance. Immediately report malfunctioning garage and other doors to the Front Desk. When needed, politely direct visitors including delivery persons to the marked visitor entrance in the front next to the Front Desk.
- B. Entry Devices.** Immediately report lost or stolen common electronic entry devices (FOBs, etc.) so they can be deactivated.
- C. Lighting.** Immediately report common area lighting malfunctions to the Front Desk.
- D. Visitors.** Fill out an "Admit Slip" available at the Front Desk or on the web site to allow visitors, including contractors to enter a unit with no resident present.
- E. Unit Doors.** Use both the regular door lock and deadbolt to secure unit doors.
- F. Surveillance System.** Place One maintains a 24 hour video surveillance system which covers many, but not all common areas. The primary purpose is to record activity as opposed to real-time monitoring. Video is maintained for six months. Video availability is limited as follows:
 - 1. To Law Enforcement upon request to assist in investigations.
 - 2. To Association Leadership charged with investigating Policy and Covenant violations consistent with Place One's complaint management and policy enforcement efforts.
 - 3. To individual residents if needed to assist in civil actions upon a written request to the General Manager and Board President for approval. A modest processing fee may be required.

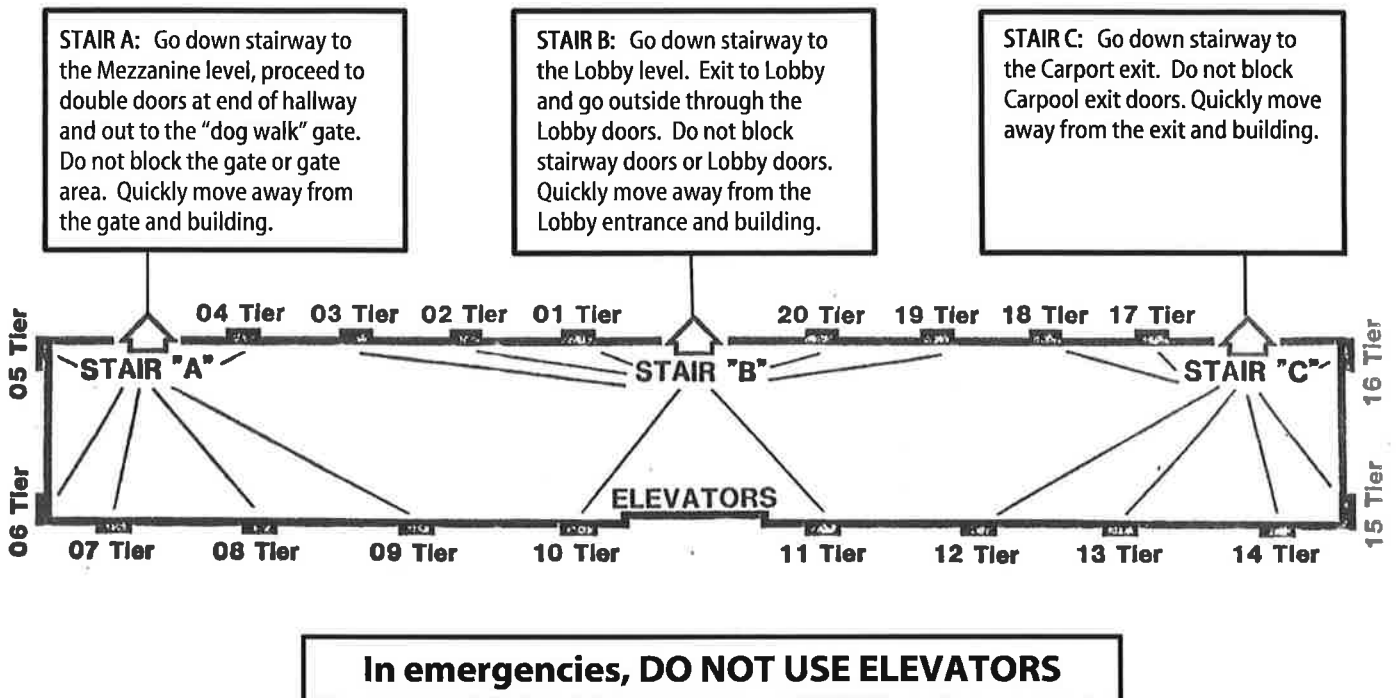


John M. Trembler, President
Board of Directors

Emergency Evacuation Procedures

Place One

Residents should be familiar with Emergency Evacuation Procedures. Advance understanding of the nearest exit routes are critical as in the event of fire, a resident's exit may be on hands and knees in the dark. To prepare, locate the stair nearest your unit as shown below and practice an exit. Stair doors are marked. Do not use the elevator in emergencies.



When You Hear the Fire Alarm

1. Before opening your hallway door, feel it with your hand. If HOT, DO NOT OPEN IT. Instead, place wet towels at the bottom of the door if you can. Next, go to your balcony or open the window farthest away from the front door, closing all doors between you and the hallway door. Have a large piece of white cloth or clothing to wave for Firefighters to locate you.
2. If your hallway door is not hot, open it carefully. If the hallway between you and your exit route is full of dense smoke, consider returning to your unit and following the procedures above. Otherwise, *close your Unit's door but leave it unlocked* for easy Firefighter access and exit by your designated stair.
3. Smoke rises. If confronted with dense smoke whether in your Unit or along an external exit route, bend low and/or crawl to your destination.
4. If you are disabled and unable to evacuate on your own, call 911 and calmly give your name and unit number.