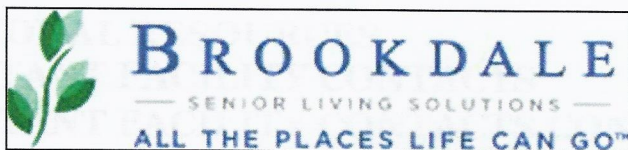


# Freedom Village Brandywine Emergency Guide for Residents



This guide is to provide you with information regarding Emergency Preparedness at Freedom Village Brandywine. Since everyone needs to take a vested and active role in their own safety, please be proactive and review the information in this booklet. Being prepared in the event of an emergency will assure a safer and a more comfortable time should an emergency cause a disruption of services, the loss of utilities & communication, or in the event of the actual need to evacuate from your condo.

**As an independent living resident you share responsibility for your own safety during an emergency and you are advised to take an active role in planning for your own safety and comfort in the event of an emergency.**

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## BUILDING SAFETY FEATURES

Freedom Village Brandywine is considered a non-combustible building. The corridor and demising (tenant partition) walls are rated for one-hour and the compartment separations are rated for one-hour. The concrete deck that separates each floor is rated for one-hour. The building is equipped with a fully supervised automatic sprinkler system and automatic fire alarm system with smoke detectors and manual pull stations. The alarm system is monitored 24 hours per day. Even though Freedom Village is constructed with a high fire safety rating and is monitored around the clock, it is important you know the policies and procedures to follow in the event of an emergency.

## RESIDENT RESPONSIBILITIES

**As an independent living resident you share responsibility for your own safety during an emergency and you are advised to take an active role in planning for your own safety and comfort in the event of an emergency.**

In addition to a fire emergency, major storms could result in the loss of electrical power, water, sewer and other services to our community for an extended time. Snowstorms and strong winds in our areas have been known to cause power outages and disruptions.

**According to the Pennsylvania Emergency Management Agency (PEMA) you should “be prepared to survive on your own for a minimum of three days in the event of an emergency.**

## RESIDENT RESPONSIBILITIES CONTINUE

**This may mean providing your own shelter, food, water, first-aid, sanitation and other basic needs”.** It is also recommended that you include: medicines, toiletries, pet food, flashlights, batteries and any items that may be needed to meet your personal needs.

It is strongly advised that you familiarize yourself with the community layout including the common areas, hallways, offices and the local surroundings of your condo and the location of the nearest evacuation area and stairwells.

For your own safety and well-being please give your attention to all emergency notifications (including the fire alarms). It is also highly recommended that you participate in all fire drills. Please remember to treat your fellow residents and associates who are running the drills with respect and patience. After all they are working to insure your safety.

## WEATHER EMERGENCY

During any emergency we appreciate your patience and understanding as we work to manage and organize operations during the actual emergency. Every emergency situation has a unique set of circumstances that we must plan and react to accordingly and timely.

Some of our associates may be unable to commute to work during heavy snowstorms and flooding. Therefore, services such as housekeeping, maintenance and activity programming may be temporarily suspended. We appreciate your patience during these times, as we

## WEATHER EMERGENCY CONTINUE

During snow and ice storms please be very mindful of slippery conditions on the sidewalks, parking deck and other exposed areas. During heavy snowstorms and other inclement weather, Terrace home residents may walk to the Main Village building or drive around and park in the underground garage and access the main building utilizing the underground tunnel.

In severe weather Terrace home residents may call the front desk (5100) and request a driver to pick them up. The request for a driver will be responded to depending on availability of a driver (please be patient).

## LOSS OF POWER

It is possible that Freedom Village may lose power which could interrupt electricity, telephone and cable TV to your condo and impact the community common areas, communications and lighting.

If the community loses power, dining operations may be temporarily suspended or operationally amended with buffet service. Our dining department typically provides buffet service during weather and power related emergencies. Although regularly scheduled menu options may change, it is our goal at Freedom Village to provide hot meals during an emergency

If you have home care services or companion services that could be interrupted during bad weather, please make sure to make arrangements ahead of time.

If you are leaving the community due to the knowledge of an impending storm or other emergency please notify Front Desk.

## STAFF ASSISTANCE

During a pending weather emergency many of our staff will stay in the community day and night to insure the continuity of care and services to the residents of Freedom Village for as long as deemed necessary.

During an emergency or disaster, available employees will have assigned duties to perform, which may not be their normal job duty. If you have questions or a specific need, please contact the front desk or let any associate know of your need.

## COMMUNICATIONS

We will attempt to keep you informed on a regular basis through a variety of communication channels, depending on what resources are available.

We often issue written bulletins or messages to keep you posted. We may also convene ad hoc Resident Village meetings in the auditorium. We may communicate over the intercom and through Channel 66. We may individually knock on your door and attempt to communicate if necessary.

## WHAT TO DO DURING AN EMERGENCY

Wait for official communication. **Usually the safest place is in your condo.** It is always best to remain in place until you know the facts. We encourage you not to place yourself in danger without any knowledge of what you may be reacting to.

Keep in mind, your condo is much like a concrete bunker and may be the safest place to stay until you understand and know the facts in regards to the emergency situation.

## ELECTRIC POWER FAILURE

If there should be a power failure, the community emergency generator will automatically start to supply electricity for certain critical items as follows:

- The Six (6) elevators in the Village building will operate. The elevator to the parking garage will not operate during a power disruption.
- Each elevator in each Terrace Home Building will operate during a power failure.
- Emergency Exit Signs will light.
- Limited Corridor Lights will light.
- Stairwell Lights will light.
- Emergency Communication System may be available for communication.
- Certain Commercial Kitchen Equipment in the main kitchens will work on the temporary generator.
- One overhead light in each resident's condo entry will illuminate.

**Your refrigerator will not have power, so please limit opening and closing the door as little as possible to protect your foods.**

**During an extended outage your TV cable and your phone will not work.**

The best time to prepare for an emergency is when you are not having one. We recommend that each resident maintain the following supplies in their condo.

**Please see the Suggested Supply List for Resident Preparedness located at the back of this guide.**

## FIRE EMERGENCY OVERVIEW

In the event of a fire alarm at Freedom Village Brandywine, unless the emergency is in your condo the safest place for you to be is in your condominium.

It is recommended that you protect yourself in place in with **doors closed** to avoid smoke or fire intrusion until notified or instructed to do differently.

Remain in your condo until the ALL CLEAR or EVACUATION is announced.

Condo doors, separation walls between condos and common hallway walls are fire rated for a minimum of one-hour of protection.

Condos have full sprinkler and smoke detection coverage, both monitored by a central system.

**In the event of a fire emergency, the local Fire Chief will assess and determine if a floor, wing or building is to be evacuated. They will dispatch the necessary emergency personnel and resources to Freedom Village under such a circumstance. Residents will be escorted/assisted to safety by emergency personnel.**

If a situation arises during dining hours; residents are to remain in the dining area and await further instructions.

If a situation arises while in the auditorium; residents are to remain in the auditorium and await further instructions.

## FIRE EMERGENCY OVERVIEW CONTINUE

Elevators are not to be used during a fire emergency.

Each Terrace Home building has a public address system to signal the all clear.

If you evacuated your condo please place the red evacuation tag on the outside of the door. If you do not have a red tag hanging on the back of your door, please notify maintenance.

Common area fire doors close automatically during a fire emergency. Please make sure to keep these closed until the "all clear" has been announced.

## SAFETY SYSTEMS

### FIRE SAFETY SYSTEMS

Freedom Village Brandywine is equipped with fire safety and monitoring systems. The common areas and each condo have smoke detectors and are protected by fire sprinklers.

Should there be smoke in the building, or in a particular condo, the alarm will sound. If this happens, it indicates that there is smoke in one of the condos or common areas. Our front desk personnel will make an announcement over the PA system and a security member will go to the condo and check out the situation.

**If you burn something in your condo while cooking, do not open your front entrance door, as smoke will enter the hallway and set off the main common area smoke alarms. Instead, open your windows or patio doors to let the smoke out and call the front desk.**

## SAFETY SYSTEMS CONTINUE

**If there is a fire in the building and the fire alarm signal sounds over the corridor speaker (or in the case of the Terrace Homes your condo speaker), you should remain in your condo.**

The only time that you should vacate your condo or any other area of the building is when you are in immediate danger. In the event of a false alarm, listen for audible instructions from the overhead speakers or turn on Channel 66.

Do not disconnect or cover your smoke detector.

The alarm system will not function properly if you do.

The fire alarm system is tested on a regular basis.

### EMERGENCY CALL SYSTEM

Each condo is equipped with an Emergency Call Cord in the bathrooms. If you should have any type of emergency in your condo at any time of day or night, simply pull the Emergency Call Cord. When you pull this cord it will notify the front desk. If this happens, a front desk associate will first phone the condo to inquire about the nature of the emergency. If there is no answer, the front desk associate will send help at once to the condo.

Upon determining the nature of the emergency, other emergency services will be called if needed.

The emergency call system is tested on a regular basis. If you feel more secure individual neck pendants are available for you to wear. These pendants also notify the emergency response system while you are in your condo and many common areas.

## EMERGENCY ASSISTANCE

Emergency assistance is a top priority. If you need emergency assistance contact the front desk. There are AEDs (Automated External Defibrillators) at the front desk, wellness office and auditorium. If you are experiencing chest pains or observe someone who is experiencing chest pains call the front desk immediately.

Remember to keep your **Facts of Life** information regarding current medications and medical insurance, power of attorney, family contacts and physician information up to date and readily available in your condo in case of emergency.

## ASSURANCE MORNING CHECK-IN PANEL

Each resident condo has a motion detector that detects motion between the hours of 4:00 a.m. to 11:00 a.m. If there is a report of no motion in your condo, a report is generated notifying us, and we will visually inspect your condo, unless we know you are away.

This is a simple way for us to check with our residents each morning to make sure they are well.

## ELEVATORS

The Freedom Village Brandywine main building is equipped with seven (7) elevators. Each Terrace Building has one (1) elevator. They are regularly maintained to serve you efficiently. All elevators are equipped with emergency lighting and phones. Instructions for using these phones are posted in the elevators. **Do not** attempt to use elevators in event of a fire alarm. The garage elevator will not work during a power outage.

## EMERGENCY EXITS/STAIRWAYS

In the event of any emergency, there is a stairway located at each end of each resident building and at the jog in the hallway. All stairways are equipped with emergency lights. These stairwells are a fire safe area for those who cannot evacuate on their own while waiting for assistance if you have been given the order to evacuate your condo or other resident area.

## FIRE EXTINGUISHERS

Fire Extinguishers are positioned in many locations in Freedom Village Brandywine. Each extinguisher is inspected regularly. The seals and pins on all fire extinguishers **are not to be removed** except in an emergency.

The only persons authorized to use the extinguishers are trained associates. Please never put yourself in the line of defense to fight a fire, unless it is a life threatening situation.

## FRONT DESK MONITORING

FREEDOM VILLAGE BRANDYWINE provides 24 hour personnel at the front desk which serves as a reception area and a control point for visitors and provides a variety of other services for residents. Guests who enter the lobby should check in with the front desk associate. They will phone the resident Condo to obtain authorization before allowing visitors to go to your condo. All aides or contractors who work in our buildings are required to sign in and out at the lobby desk and can be identified with a contractor or visitor badge.

## SECURITY

Great care has been taken to make Freedom Village Brandywine a safe place. All external doors in corridors of resident buildings have electronic systems plus television monitoring. Please be sure to close doors securely when you enter or leave the building at all times. Please do not prop doors open.

Security's function is to be watchful for those who do not belong on our property. In the event of any emergency they will assist as needed.

## VACATION AND OVERNIGHT ABSENCE

Always notify the front desk if you will be absent overnight or longer. When leaving for vacation or an extended period of time, a *Change in Resident Status* form should be completed. There are several vacation services that we will perform if a resident requests them.

## KEYS

When you move into Freedom Village Brandywine, you are issued keys to your condo, mailbox, and the first floor corridor entry doors to your building. Please **do not** have corridor entrance keys duplicated for family, friends or any other person because this hampers security and control of visitors. No outside person or family member will be allowed to enter your condo without your consent.

## SAFETY

We want Freedom Village Brandywine to be a safe place. Knowing and following all the emergency policies and procedures will help maintain the safety of all residents and associates. Be safe.

## Suggested Supply List for Resident Preparedness

The best time to prepare for an emergency is when you are not having one. We recommend that each resident maintain the following supplies in their condo:

- Water Supply – three (3) gallons per person for drinking for 3 days
- Radio- battery powered
- Flashlight – battery powered and extra batteries
- Cell phone – fully charged/spare battery & automobile charger
- Non-perishable food items – canned foods, canned milk and snacks, cereal, and manual can opener.
- First Aid Kit– bandages, adhesive tape, disinfectant wipes.
- Medication(s) – Two (2) week supply
- Personal hygiene items
- Oxygen Users: Extra tanks for at least three (3) days coverage
- Linens & Supplies – blankets, towels, toiletries, pillows,
- Freeze water bottles - to help store drinking water and maintain refrigerator cool temp.
- Trash Bags – Six (6) -30 gallon
- Paper plates, plastic utensils, plastic cups
- Pet supplies – where applicable
- Important documents – copies/original in secure location
- Updates to family and friends – keep informed
- Cash on Hand
- Paper towels (1 roll)
- Toilet Paper (4 rolls)
- Sanitizing wipes and hand sanitizer



## ADDITIONAL RESOURCES

The following resources may help you better understand your role during an emergency and help you to prepare.

Chester County EMA [WWW.Chesco.org](http://WWW.Chesco.org)

Pennsylvania Emergency Management Agency Ready PA  
<http://www.pema.state.pa.us>

Federal Emergency Management Agency  
[www.Fema.gov](http://www.Fema.gov)

## **Important Phone Numbers and Facility Contacts** **FREEDOM VILLAGE EXTENSIONS**

**Main # 610-383-5100 // Fax # 610-383-5941**

### BUILDING

(610)-535-6820 Penn Liberty Bank  
2575 Fitness Room  
2586 Hunt Club  
2587 Hostess Desk  
2592 Brookdale Therapy Business Office  
2608 Transportation/Concierge Desk  
2613 Beauty Shop  
2628 Conference Room  
2631 Maintenance Shop

## FREEDOM VILLAGE EXTENSIONS CONTINUE

### STAFF

2133 - Executive Chef  
2582 - Financial Services Coordinator  
2589 - Wellness Nurse  
2591 - Health & Wellness Director  
2594 - Director of Resident Programs  
2600 - Director of Sales & Marketing  
2602 - Sales Counselor  
2604 - Sales Counselor  
2605 - Director of Facilities  
2607 - Hospitality Manager (Alternate ext. - 5100)  
2621 - Director of Human Resources  
2622 - Environmental Services Manager  
2623 - Director of Dining Services  
2625 - Director of Financial Services  
2626 - Facilities Coordinator  
2629 - Executive Assistant  
2630 - Executive Director  
2654 - Director of Assistive Living  
2658 - Director of Nursing  
2660 - Health Care Administrator  
2673 - Director of Resident Services  
2693 - Dining Room Manager  
2694 - Ancillary Services Manager  
2699 - Prospect Qualification Specialist

### \*NOTE:

4 digit dialing is for associates & ESCO subscribers only  
Outside calls or other providers dial 484-288 + 4 digit extension