

Circular 0172

14 October 2021

Notice of updated: Fire Emergency Procedure for the village. 2021/10/08

Dear Residents,

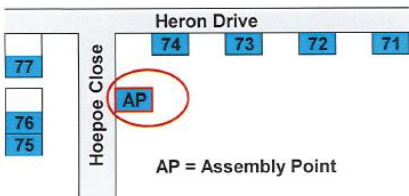
As a result of the Fire experienced at house 36, and subsequent fire marshal resignations, it became necessary to update our emergency procedures. Even though our annual evacuation is only due in December, we decided to have an Evacuation drill earlier to enhance awareness and update the procedures. To this end we had our Fire Evacuation drill on Tuesday in conjunction with our Occupational Safety, Health and Environmental Consultant in order for him to audit our plan and make recommendations on possible improvements.

You would have noticed that with our Village Fire Evacuation / drill on Tuesday that new fire marshals had been appointed to various zones. These marshals would have visited everybody in their zone prior to the evacuation to supply each resident with an updated evacuation plan for their relevant zone. This plan would show your unit and the other units in your zone. It will also indicate the Assembly Point for your zone. (See example below). In the event that you did not receive this, kindly contact the office and we will have a printed copy delivered to you.

Version 1 - 2021/10/08

EVACUATION PLAN

ZONE 3



AP = Assembly Point

PROCEDURE

- 1. Phone Guardhouse Ext 1999**
- 2. Phone Management Ext 1200**
- 3. Phone your Evacuation Marshal**
- 4. Phone Management**
- 5. Evacuate to **AP** - Assembly Point**

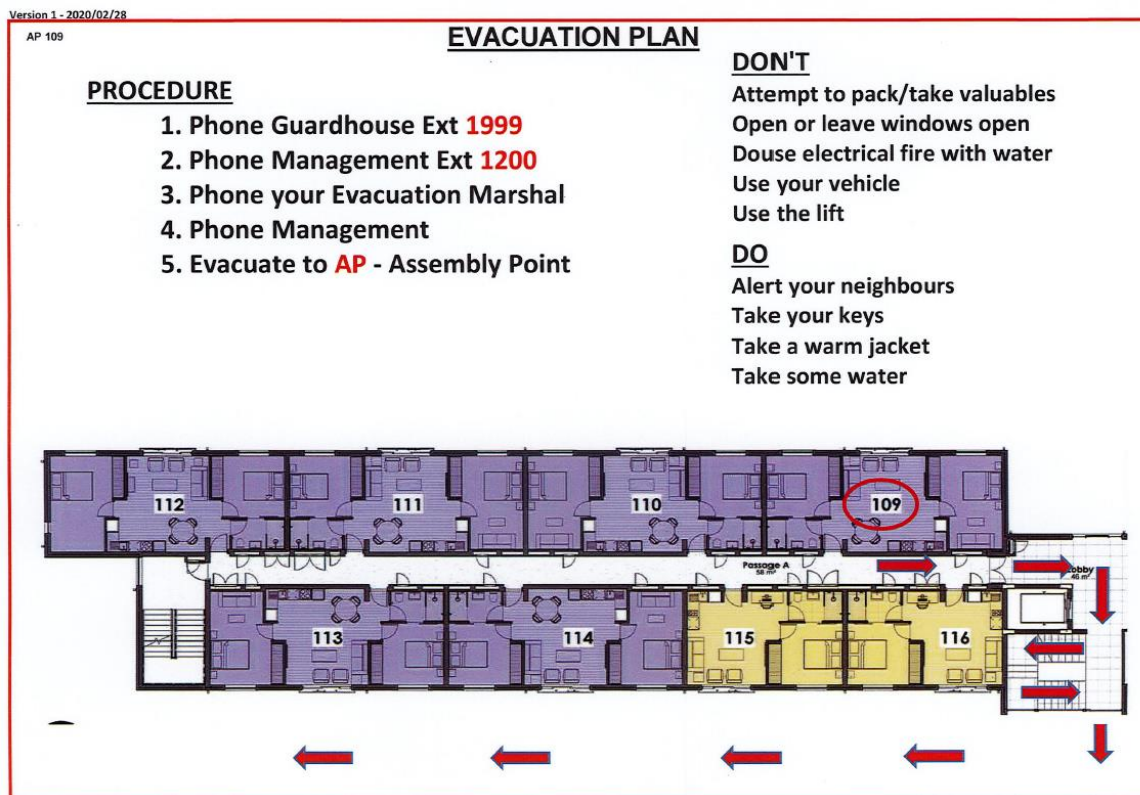
DON'T

- Attempt to pack/take valuables
- Open or leave windows open
- Douse electrical fire with water
- Use your vehicle

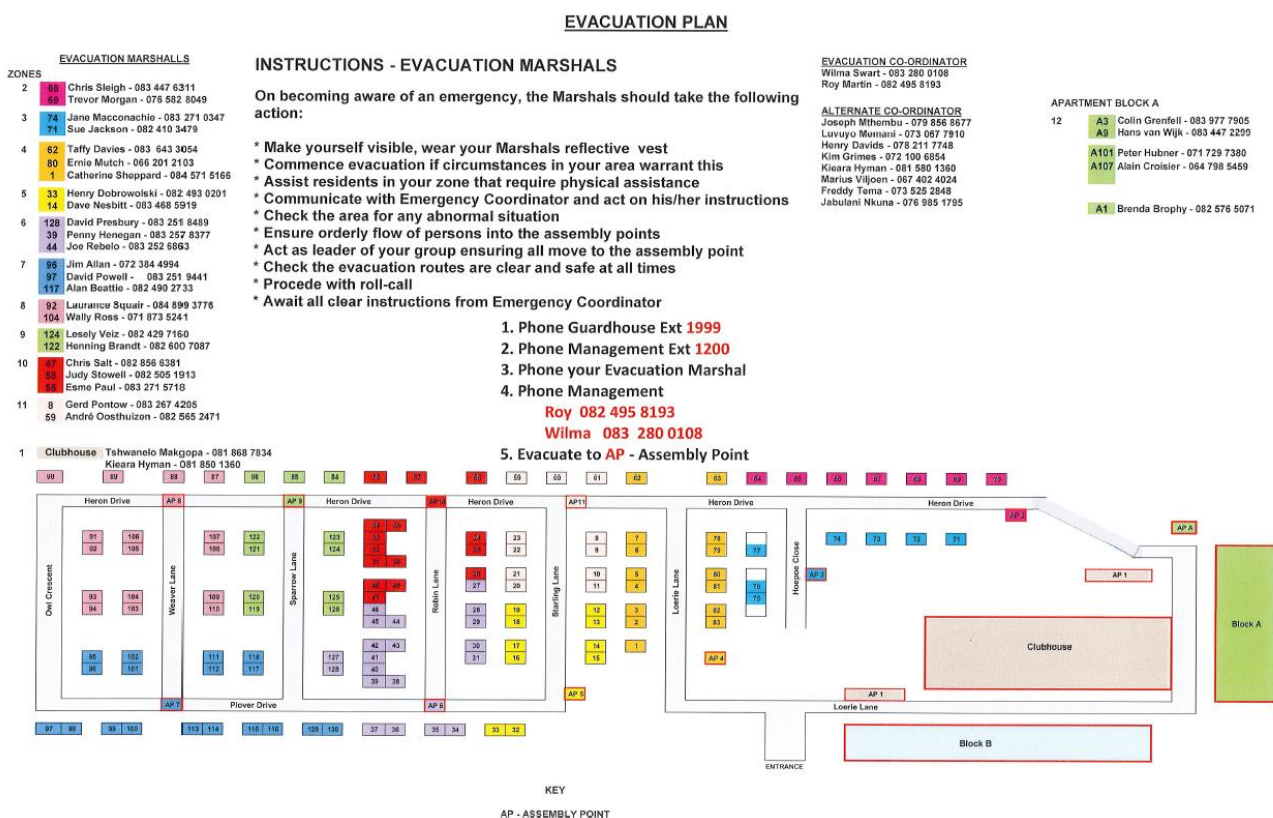
DO

- Use your fire extinguisher
- Alert your neighbours
- Take your garage remote
- Take a warm jacket
- Take some water

Below, Example of Apartment Evacuation plan that shows apartment location as well as the way to the nearest fire escape and the route to be taken to get to the Assembly Point.



This evacuation plan forms part of the Village Evacuation plan (See below) which has also been updated with the relevant details of new Marshals per zone. These are displayed at reception and in the Guard House.



There have been various debates in the past on whether or not the Village is allowed to use the fire hydrants in the Village or whether these hydrants are for the exclusive use of the Fire Department. Fire Hydrants such as the one's on the pavement of Frederick Road is for the exclusive use of the Fire Department. These hydrants are on a separate council water line and the water used is not billed to the Village. For this reason, one is not allowed to use these fire hydrant as it is seen as using water that you are not paying for. The hydrants in the Village are not on a separate council water line. They are connected to Village's main water supply line and all water used by the hydrants is billed to the Village as part of the Village consumption. Therefore, we are allowed to use these hydrants to connect our fire hoses and use them in our fire fighting attempts.

We have 4 fire hoses that we can use to connect to these hydrants stored at the Security Guard House. These are kept in a red plastic bin with wheels that can easily be pulled to any house where needed. The Bin has the key to open the hydrants as well as the hose nozzles in them. All Duty Managers and Security guards are trained on how to use these hoses as well as fire extinguishers. Security is therefore the first port of call if you have a fire emergency.

There will be fire training held in November 2021 and we invite all residents who would like to get experience in discharging a fire extinguisher and how to use it to join this training. Dates and schedules will be sent out closer to the time.

Questions were raised by residents about who is responsible for repairing damage to property in an instance like the fire at house 36. The building is insured by EPI and as such will be re-build and covered by insurance. Variations to the house for which the village has given variation approval, such as air-conditioners or awnings shall we covered by EPI's insurance. This is why it is so important that you get variations approved by management so that management can include these enhancements into the insurance schedule for the Village. If there is no approved variation, the village will not have the enhancements included on the insurance and thus will not be covered for these items. Residents are responsible for insuring house content and personal belongings.

I trust this answers any questions that there were around fire issues. Should you have any other questions, you are welcome to direct them to me.

Warm Regard

A handwritten signature in black ink, appearing to read 'Wilma Swart', with a small circle at the end of the signature.

Wilma Swart
Village Manager