

**STOCKBRIDGE HOUSING AUTHORITY
EMERGENCY EVACUATION PLAN
for 5 Pine Street
(to be posted in each apartment)**

1. In the event of fire, **leave the apartment** immediately by the closest exit and proceed directly to the **Community Room** or the Maintenance Garage if the Community Room is involved in the fire.
2. **Close the door** behind you.
3. **Knock loudly on your neighbor's door** before proceeding to the Community Room or other designated safe place.
4. **DO NOT ENTER ANOTHER TENANT'S APARTMENT**, in an emergency.
- 5 **Find your neighbor** at the Community Building. If you cannot find your neighbor, contact the on-site fire and police personnel immediately.
6. In the event of other emergencies, follow the above procedure unless instructed otherwise by fire or police personnel.