

ARE YOU PREPARED FOR AN EMERGENCY AT SEEKERS?

1. The five fire extinguishers are located:
 - Kitchen, countertop near the microwave
 - Sanctuary, behind reredos
 - Circle room, kitchenette countertop
 - Office, countertop behind door
 - New Story Leadership office, kitchenette countertop
 - Peter's basement, immediately inside the door

2. The first aid kit is located: kitchen, in the drawer to the right of the triple sink close to the double door into the hall.

3. If you smell gas in the building, you should extinguish any stove burners and oven AND exit the building IMMEDIATELY, call 911, giving the building address (276 Carroll St., NW) and the Washington Gas Emergency Leak Line (844-927-4427), choosing option 1 at the prompt, AND walk/run as far away from the building as far as you can.
DO NOT turn off lights or start your vehicle in the parking lot. (They create sparks!)

4. If a door alarm is triggered accidentally, turn it off. Then call the company phone number on the base of the kitchen phone and provide the account information and the code words ("Gordon" or "Mary" or "Sonya" or "Fred").
If it is triggered by an intruder, exit the building IMMEDIATELY and call 911, giving the building address (276 Carroll St., NW).

5. In addition to the doors to Carroll Street and from the kitchen hall door to the parking lot, other doors that can be used to exit in an emergency are located
 - (1) by the driveway side entrance from the kitchen to the skylight room,
 - (2) in Peter's basement into the alley, and
 - (3) in the New Story Leadership office to the upper porch.

6. If you witness a person experiencing a convulsion you should
Make sure their breathing is alright, stay with the person, speaking calmly, moving items that might harm them away, and helping them sit or lie down, and monitoring the length of time the seizure lasts.
DO NOT put anything in their mouth or give them water or pills.

7. Fire alarms that you can pull are located on walls
 - (1) Hall, next to the elevator
 - (2) Kitchen, next to the stairway up to the 3rd floor
 - (3) Foyer, by the door to Carroll Street
 - (4) Ground floor, at the bottom of the rear stairway up to the kitchen hall
 - (5) Peter's basement, by the exit door.

8. If a person is severely bleeding you should
 - (1) use direct pressure on the wound (with a clean cloth if available),
 - (2) call 911 giving the building address (276 Carroll St., NW),
 - (3) if possible, elevate the body part with the wound and apply ice.

9. If water is flowing on the floor from a sink or toilet you should turn the valve underneath clockwise until it stops.

If the water continues to flood, the main shut off for all the water in the building is located in the foyer, on the driveway wall behind a plastic panel near the floor.