



# BCCA NEWSLETTER

June 2022 Special Edition

In light of recent events, it seems appropriate to provide some emergency information.

## What to Do in Case of Fire or Fire Alarm



- If there is a fire in your unit or if the building's fire alarm goes, leave the unit immediately, close the door, and pull the fire alarm by the exit if it isn't already sounding.
- When you hear the fire alarm, always assume that it's an actual fire and leave the building.
- On the way out grab your keys, cell phone, and emergency go bag (see below).
- Special need residents can have unit keys put in the building's lock box that only the fire department can access. Give unit keys to the association office staff who will forward them to the fire department. If you do not have keys in the lock box, and there is a fire, stay in your unit, dial 911 and explain that you need assistance.

## Emergency Go Bag



Keep an emergency bag where you can just grab it and go. Possible items to include are:

- Travel-sized toiletries and change of clothing
- Extra phone charger, car keys, and cash
- List of medications and phone numbers for your pharmacy and physicians
- Photocopies of important documents such as passports, birth certificates, driver's license or ID cards, insurance cards,

## Insurance

Now is a good time to check with your insurance agent to make sure you have good insurance coverage for your unit. Renters should also have their own insurance for their possessions.

## Emergency Contact

Please have current emergency contact information on file in the BCCA office.