



EMERGENCY PREPAREDNESS & RESPONSE PLAN (SAFETY PLAN)



**The Peloton Condominium Association Inc.
3555 Arapahoe Ave, Boulder, CO 80303**

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INTRODUCTION

1.1 PURPOSE:

The purpose of this Safety Plan is to familiarize residents, employees, and contractors with policies and procedures related to building and emergency operations, assign responsibilities, and prescribe procedures to protect and safeguard residents, visitors, employees, contractors, and property at the Peloton in the event of fire or another emergency that may occur.

1.2 SCOPE:

The provisions of this Safety Plan are applicable to all residents, employees, and contractors who work, reside or who may be a visitor within Peloton at 3301, 3401, 3601, 3701, or 3555 Arapahoe Avenue, Boulder CO 80303, during the time of an emergency.

2. SAFETY PLAN

Emergencies of various natures will be dealt with in the forthcoming pages, some of which require key personnel to be assigned specific duties. This Safety Plan follows a logical format that is easy to remember and can easily be referred to in the event of an emergency.

2.1 DISTRIBUTION OF THE SAFETY PLAN

All Owners and residents will be provided with electronic access to this Safety Plan, as well as all key employees and contractors who will take part in the emergency mitigation.

2.2 INTRODUCTION and GENERAL COMMENTS

The management-resident relationship is one of mutual dependence and responsibility. In no area is it more apparent or important than in the areas of fire and of life safety. We all depend on the City of Boulder Fire-Rescue to provide us with information and instructions regarding how to respond in the event of a fire, bomb threat, natural disaster, medical or other emergency. Similarly, management depends on the residents to familiarize themselves, their visitors, and all their household employees and contractors with that information, and to cooperate and participate in the evacuation drills and training sessions. Residents should consider maintaining an

emergency “Go Bag” with essential items in the event an evacuation of the buildings becomes necessary.

Recommended Resident Kits (aka Go Bags):

- Water (1 gallon per person per day for 3 days).
 - Non-perishable food (3-day supply).
 - Flashlights and extra batteries.
 - First aid kit and medication.
 - Personal documents (copies of ID, insurance).
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3. BUILDING CONSTRUCTION AND LIFE SAFETY EQUIPMENT

The Peloton site consists of five multi-use structures constructed over a shared cast-in-place parking garage podium. The original structural design includes a drilled pier foundation system and below-grade slab-on-ground. The cast-in-place concrete post-and-beam structure with post-tensioned elevated slabs includes steel stud infill walls and a concrete lateral force-resisting system. The roof structure includes steel framing and structural steel decking.

3.1 LIFE SAFETY SYSTEMS INCLUDE BUT ARE NOT LIMITED TO:

- a. Emergency Generators (2) (generators do NOT supply power to the Units)
 - b. Emergency phones in each elevator
 - c. Emergency phones on each of the 3 floors of the Community Center
 - d. Fire Alarm System, featuring:
 - Supervisory and alarm dial-out capabilities with off-site monitoring
 - Smoke and heat detection system
 - Pull stations
 - Fire Dampers
 - Horns and strobes annunciators
 - Elevator recall and fire service with elevator lighting on emergency power
 - Automatic Sprinklers and Fire Pumps
 - Emergency Lighting
 - e. Fully automatically sprinkled building, with standpipe in stairwells, including all required tamper and flow switches and fire pump
 - f. Emergency lighting on emergency power system
 - g. Illuminated exit signage, with emergency power back-up
 - h. Portable fire extinguishers on each level of each building
 - i. Dry sprinkler system for garage and all exterior exposed areas
- In the event of an actual fire, or other emergency, follow the procedures outlined in the

appropriate section of this Manual.

- In the event of an actual emergency, and the office is closed Management will expedite safe arrival to the property and contact the Board President to alert them.
- Management will attempt to use the Association's communication platform (e-blasts) if computers are functioning, to notify residents of emergencies and whether evacuation is necessary.

SPRINKLER SYSTEM:

There are sprinklers located throughout each condominium unit and in the common areas. They will automatically disperse water when an incident activates them. Only the sprinkler head or heads directly activated by the heat will release water. All the sprinkler heads do NOT go off when one head is activated.

INSIDE UNITS: Each condominium has sprinklers, smoke detectors and fire annunciator horns.

4. TYPES OF EMERGENCIES

- A. **BUILDING FIRE / WILDFIRE THREATS**
- B. **FLOODING**
- C. **GAS LEAKS**
- D. **ELECTRICAL OUTAGES**
- E. **MEDICAL EMERGENCY**
- F. **DEATH ON PREMISES**
- G. **ACTIVE SHOOTER SITUATION**
- H. **ELEVATORS**
- I. **HAZARDOUS MATERIALS**
- J. **RECOVERY, FOLLOW UP AND**

Reporting an Emergency:

If you observe a fire, smell or suspect a gas leak, or a potential burglary or violence on property, call 911 immediately.

If it is not a life-threatening emergency, please call Peloton Management at (720) 279-1084 or Sentry Management After Hours line at (303) 444-1456 to report the situation. If you are in doubt, call 911.

A. BUILDING FIRE / WILDFIRE THREATS

Fire presents an ever-present danger to our residents, guests, employees, and contractors. We ask that each resident take personal responsibility to be informed of the fire safety procedures. We expect residents to understand the actions they need to take on their residential floor, common area, or work area in the event of a fire in the Peloton.

Fire prevention is a key aspect of all residents' responsibility. These guidelines assist in preventing potential fires:

A.1. FIRE PREVENTION GUIDELINES

- A. Keep at least one fire extinguisher readily accessible in your condo. Choose a multi-purpose fire extinguisher suitable for different types of fires (Class A, B, and C).
- B. The Peloton is a Non-Smoking Community – smoking is only allowed inside the Unit with all windows and doors closed and the fans off.
- C. Extinguish any smoldering ash products you notice.
- D. Never smoke in bed or when you are under the effects of medications that can make you drowsy.
- E. Extinguish smoking materials completely and place in a fire-safe waste container. **DO NOT** place smoking materials in The Association's waste containers.
- F. Never throw smoking materials down the garbage chutes until fully extinguished.
- G. Never leave a fire/flame unattended including candles, stoves, and fireplaces.
- H. Never allow papers, oily rags, soiled linen or other flammable materials to accumulate. Spontaneous combustion, an electric spark, or a carelessly thrown match may cause a serious flame.
- I. Avoid putting flammable objects (i.e., paper, oils, etc.) too close to any stoves or broilers, or high-wattage lamps.
- J. Do not use electrical extension cords. Use only UL Listed power strips if you have to use an extension cord. Do not run the cords under carpets or rugs or place them in an area where they are subject to damage.
- K. Maintain your smoke/carbon monoxide detectors and change the batteries at least annually or as needed.
- L. Keep your dryer vent free of lint. Dryer vents are cleaned once per year in the fall by the Association for fire mitigation purposes.
- M. Report to Management any suspicious persons or activities you may see.
- N. Unit Owners and their tenants should perform regular fire safety inspections within their spaces.

A.2 WHAT HAPPENS WHEN AN ALARM IS ACTIVATED?

When a general fire alarm is activated:

- You will hear fire alarm sirens and see a flashing light upon each fire annunciator device located within your unit and in all common areas.
- When you hear the alarm or see this light, you should:

A. Immediately evacuate yourself and those with you out of the unit or common area.

B. Close the door to the unit or common area.

C. Calmly walk to the **nearest safe stairwell or exit door** and exit the building.

D. Proceed to the nearest evacuation location as defined on the Evacuation Map on Page 19

- **DO NOT USE ELEVATORS.**

- Do not interfere with or obstruct Fire Department personnel.
- Do not re-enter the building until the Fire Department has given approval.
- You may be directed by Boulder Fire to shelter in place. Wait for further directions by Boulder Fire.

A.3 Five Steps to Follow

1. **Close the Door:**

Even if this is the only step you take, it will delay the growth of the fire and spread of smoke.

2. **Pull the nearest fire alarm** (located near all stairwell doors).

Pulling an alarm performs two vital functions:

- First, it alerts others in the area of a potentially threatening situation.
- Secondly, it activates the fire alarm system, which initiates an immediate and automatic call to 911 to alert Boulder Fire-Rescue.

3. **Dial 911:**

If you have specific knowledge of the location of the fire. This will be helpful information for Boulder Fire-Rescue.

- State your name, building address, unit number, and the extent of the fire emergency.
- Do not hang up until you are directed to do so.

4. Evacuate through the nearest stairwell exit

- Please exit the building by using the closest exit on your floor or those located in the common areas.
- Follow the hallway signs to a stairwell to evacuate and follow the Evacuation Map.
- **DO NOT USE ELEVATORS.**
- Descend the stairs to the ground level and exit the building.
- If corridors become filled with smoke, crawl to the nearest exit.

5. Know at least two ways out:

- Make sure that you are familiar with the location of the closest fire exit to you.
- Remember that in an emergency; by remaining calm, it may save your life and those around you.

NOTE: If anyone in your home needs assistance to evacuate safely in the event of an emergency:

- You are advised to develop a Personal Safety Plan.
- Residents may want to consider posting a notice on the unit door during an emergency regarding any special needs of any resident in the unit who requires assistance by Boulder Fire.
- Residents may want to place a red flag or sign on a condo window indicating HELP needed.
- Residents who may need evacuation assistance from Boulder Fire-Rescue are encouraged to provide their information to Peloton Management. Peloton management will then provide such information to Boulder Fire-Rescue for placement in their dispatch program.
- The Peloton does not take responsibility for Boulder Fire-Rescue response and is not responsible for evacuation of residents from any unit or common area.

TRAPPED IN YOUR UNIT

If you should become trapped in your home:

- Place wet towels or linens around the exit doors and air vents.
- Dial 911 and advise them of your name, the building address, and your unit number.
- Try to stay near a window where firefighters can see you,
- Wave a light or brightly colored cloth and
- Signal for help by yelling “FIRE” or “HELP.”

Once the cause of the alarm has been identified and it has been determined that it is safe to re-enter the building, Boulder Fire-Rescue will advise Management and Management will instruct residents.

EMERGENCY IN THE PARKING GARAGE

If the fire alarm system in the Garage sounds, you should immediately assume there is an emergency and evacuate.

If on foot within the Garage:

- Go directly to the nearest emergency exit stairwell. (Signs within the garage clearly identify these exits.)
- Do not use the Elevators.
- Do not return to your vehicle.
- Do not run, but walk quickly, exit the garage immediately, and move to the location on the Evacuation Map or public street away from the building.
- Be careful of traffic and interference with firefighting equipment on the public street.

If you are in your vehicle:

- Drive out of the garage onto the public street and away from the building.
 - Be careful of traffic and people and move away from the building. Your parked vehicle may cause interference with firefighting equipment on the public street.
-

B. FLOODING

To effectively prepare for a flood emergency, it's crucial to develop an evacuation Safety Plan, including:

- Know your flood risk: Understand your area's flood potential and evacuation routes.
- Identifying safe routes and gathering essential supplies like food, water, and medications.
- Secure important documents in waterproof containers.
- Consider elevating valuables within your home.
- Stay informed about weather updates.
- If flooding is imminent, move vehicles to higher ground, disconnect utilities when necessary, and be ready to evacuate immediately if instructed by authorities.
- Never attempt to drive through floodwater.
- Always prioritize personal safety above belongings.
- Evacuate when necessary: Leave your Unit promptly if flooding is imminent and never drive through floodwaters.

- Do not attempt to remove your vehicle from the garage.
 - **MOVE TO HIGHER GROUND.**
-

C. GAS LEAKS

C1. Immediate Actions:

- **Evacuate Immediately:** Leave the building.
- **Move to a Safe Location:** At least 300 feet away.
- **Call 911 First:** Report the leak. Provide the address including the building and unit number or common area where you are smelling/suspecting a gas leak. Stay on the phone until you are instructed to hang up.
- **Call Xcel Energy:** 800-895-2999. Provide the above information.
- **Contact Property Management:** Peloton Front Desk (720) 279-1084, Sentry Management Community Care at (303) 444-1456 (select the After-Hours option) or (800) 932-6636 (After notifying 911 and Xcel Energy).
- **Do Not Re-enter:** Until cleared by professionals.
- **Avoid all electrical switches and ignition sources.**

C2. Important Guidelines:

- Learn the smell of gas.
- Regularly maintain gas appliances.
- Check to make sure all gas appliances are turned off after each use and before going to sleep.
- Check your water heater regularly.

C3. Property Management:

- Provide clear emergency information.
- Respond to reports promptly.
- Work with local authorities.

If you smell gas in your unit, check your stove and fireplace to assure they are not on unintentionally. Check your water heater to ensure that it is not the cause of the gas odor.

- Peloton Management may respond with a gas detector and assist as needed.
 - If a true gas leak, Xcel or Fire Department will direct the action to be taken within the unit and within the buildings.
-

D. ELECTRICAL OUTAGES

Boulder County is a high wind and fire risk area and is therefore subject to power outages due to high winds, fire risks, and storms. Planned or unexpected, an electrical outage can last for hours, days, or longer, disrupting communications, water, transportation, stores, banks, and other vital services.

This may impact residents' needs such as:

- Lighting,
- Heating,
- Cooling,
- Communication,
- Access to the building,
- Food and medicine refrigeration,
- Cooking, and
- Medical equipment.

D1. Emergency Generator

The emergency generators will activate during a power outage. The generators will power the:

- Elevators
- Hallway emergency lights, and
- Garage lighting and access gates.

But DO NOT provide any power to any units or exterior lights.

Plan now to have what you need and to know how to stay safe:

A. Flashlights with extra batteries. Battery backup for required medical equipment or plan for alternative placement.

B. Contact your support network. Let people in your network know that you are OK, check to see if they're OK, and tell each other if you need help.

C. Fully charged cell phone and computer if planned outage.

D. Decide if you need to stay or go. Evacuate if your home is too hot or too cold, or if you have medical devices that need power, if conditions allow this safely.

E. Use stairwells whenever possible to conserve emergency generator power.

F. Check local weather reports and any notifications by phone or emergency radio.

G. **Do NOT** use fuel-fired (e.g., gas, diesel, etc.) generators. Only battery or solar-powered generators are allowed.

H. Sign up for local alerts and warning systems to notify you through a call or text to your phone. Sign up for local emergency alerts (see *Resources & References*

below).

I. Take your building keys with you, the fob/entry system will not be operational.

J. Prevent power overloads and fire hazards. Unplug appliances and electronics to avoid power overloads or damage from power surges.

K. Use flashlights, not candles.

L. Turn off the utilities only if you suspect damage or if local officials instruct you to do so.

M. If any circuit breakers have been tripped, contact an electrician to inspect them before turning them on.

N. Prevent carbon monoxide poisoning. Don't use a gas stove to heat your home and do not use outdoor stoves indoors for heating or cooking.

O. General Food Storage Principles:

- Pull out and empty your refrigerator's ice machine and turn off the ice maker. Learn how to do this before the electricity goes out.
- Eat your fresh, perishable foods first.
- Avoid opening your refrigerator and freezer to preserve cool temperatures.
- An unopened refrigerator will keep foods cold for about 4 hours.
- A full freezer will keep the temperature for about 48 hours. (24 hours if it is half full, if the door remains closed.)
- Use coolers with ice if necessary.
- Measure the food temperature in your refrigerator and freezer with a thermometer. Throw out food that has been warmer than 40°F.
- Keep food cold, and when in doubt, throw it out.

E. MEDICAL EMERGENCY

Medical emergencies at Peloton may involve residents, employees, contractors, or visitors and can happen at any time. All employees, contractors, and residents should be prepared to act promptly if confronted with such a situation. Time may be very crucial, and responding calmly will assist the situation.

It is recommended that all residents keep an unlocked, fully stocked first aid kit and first aid guide centrally located in their homes. It is suggested and highly

recommended that residents take a First Aid or CPR course. An AED is available in the gym.

WHEN A MEDICAL EMERGENCY OCCURS

ACTION TO TAKE:

1. **Remain calm:** Your remaining calm will help to keep the person in need calm.
2. **Stay with the person,** if possible, no matter how minor it may seem. You might witness crucial changes in the person's condition.
3. **Send another person to call 911,** and supply the following information:
 - A. Building address including: Unit Number, Floor Level, or Other Location
 - B. Nature of the problem
 - C. Condition of the patient
 - D. **DO NOT HANG UP UNTIL TOLD TO DO SO**
4. Have that other person also notify the Management Office and position someone at the building entrance if possible to assist Emergency Personnel.
5. If no other person is available, **“yell for help and if none comes, call 911.”**
6. Once apprised of the situation, Management will be available to meet with emergency personnel if requested. They can provide access to the building for emergency personnel and monitor the doors for continuing need of emergency personnel.
7. **Try to gather the person's medications** if any. (The Paramedics will need these.)
8. Gather or copy common information: (Name, Address, Phone #, Birth Date)
9. Clear a path for the emergency personnel and keep crowds from gathering.
10. Provide any information to the emergency personnel and then step back to allow emergency personnel to provide assistance.
11. Other residents/visitors should respect the privacy of the affected and not gather to observe unless help is needed. If help is not needed, move away from the area to allow medical professionals to do their work.

F. DEATH ON PREMISES

Deaths can occur anywhere. They may be the result of any number of situations or circumstances such as choking, having a heart attack, or any number of medical

problems. Death can also be the result of an obvious mortal accident, homicide, or suicide. Should a death happen to occur at Peloton, please follow the action plan below.

ACTION TO TAKE:

1. **Stay calm.** Do not add any more confusion to the situation.
 2. **Call 911** and explain the situation to the dispatcher. They will contact the appropriate City Departments.
 3. If there are residents/visitors who have some medical training and feel they can aid the situation and the scene is not an obvious crime scene involving a non-viable person, they can intervene.
 4. The dispatcher should be made aware of what is being done, and their instructions, if any, should be followed.
 5. Try not to disturb the area around the expired person and keep crowds from gathering.
 6. Management personnel will attempt to gather information about the expired person, if requested by emergency personnel.
-

G. ACTIVE SHOOTER SITUATION

In an active shooter situation, prioritize:

- **Escaping by "running" if possible.**
- **Leaving belongings behind and**
- **Moving away from the gunfire.**

If escape is not an option:

- **"Hide"** in a secure location,
- **Lock doors and barricade**, if necessary,
- **Stay silent and out of sight.**
- As a last resort, **"fight"** by disrupting the shooter with improvised weapons, only if your life is in immediate danger.
- **Call 911** when it is safe to report the shooter's location and description.
- Follow instructions from law enforcement when they arrive, keeping your hands

visible at all times. Comply with law enforcement commands when they arrive.

- Call Peloton Management if possible following the 911 call.

H. ELEVATORS

Elevators are one of the safest modes of transportation that there is. However, from time to time, they will malfunction due to their sophisticated automatic controls.

- Peloton has ten elevators in the condominium buildings and one elevator in the Community Center.
- Each of the elevators has an emergency telephone, which is monitored by Kings III Emergency.
- If there is a malfunction in the equipment, Peloton Maintenance will contact ThyssenKrupp Elevator to have the elevator serviced.

H1. In the rare instance, that you may become trapped inside the elevator, you should:

- **Remain calm.**
- Press the button on the emergency telephone and inform the operator as to your location and the apparent problem.
- **Do not attempt to crawl out of the elevator cab** when the doors are open between floors. Remain in the cab or serious injury may result.
- Do not try to force open an elevator door.
- ThyssenKrupp or the Fire Department will secure the elevator and safely remove the trapped individual(s).

Elevator fire service emergency operation: The elevators may be recalled to the primary or secondary landing zones in the event of a fire. Do not attempt to use the elevators in a fire situation. They will be out of service to prevent them from being called to the fire floor. Firefighters will be able to take control of the elevators for firefighting operations.

I. HAZARDOUS MATERIALS

Hazardous material incidents can occur anywhere and at any time. Any incident, large or small, involving hazardous materials can cause serious problems if not handled quickly and properly. If an emergency should occur while using hazardous materials, you should follow the action plan outlined below.

ACTIONS TO TAKE:

1. **Close the door** to the exposed area and leave immediately.
 2. **Call 911** if exposed to hazardous materials and then contact Management immediately.
 3. Keep in mind that it may be harmful to help people who have come in contact with the chemical.
 4. **Trained Hazardous Materials Response personnel** must handle hazardous material incidents with specialized equipment.
-

J. RECOVERY, FOLLOW-UP AND RESOURCES

J1. Damage Assessment

- Management will conduct thorough inspections of common areas and document damages with photos for insurance claims.
- Management encourages residents to report individual property damages to the HOA and to their personal insurance companies.

J2. Communication

- Management will keep residents informed about recovery progress, utility restoration, and safety updates.
- Management will provide a detailed report of the incident and recovery efforts via community e-blast and/or at the next Board meeting.

J3. Roles and Responsibilities

• HOA Board Members and Management

1. Oversee and implement emergency preparedness activities.
2. Coordinate communication with local authorities and residents.
3. Ensure Safety Plan updates are distributed and posted on the Community Pro portal.

• Residents

1. Maintain personal emergency kits.
2. Participate in periodic Fire Drills.
3. Report hazards or emergencies promptly to HOA and call 911.
4. Evacuate the building when fire alarm sounds or gas smell is present and proceed to the designated location on the evacuation map. Assume it is a real fire or gas leak and evacuate.

J4. Emergency Supplies

Recommended Resident Kits (aka Go Bags):

- A. Water (1 gallon per person per day for 3 days).
- B. Non-perishable food (3-day supply).
- C. Flashlights and extra batteries.
- D. First aid kit and medication.
- E. Personal documents (copies of ID, insurance).

J5. Training and Drills

- **Annual Drills:** Fire Drill; Community-wide evacuation and shelter-in-place exercises.
- **Educational Sessions:** Wildfire prevention, first aid, and emergency kit preparation (City of Boulder).

J6. Safety Plan Maintenance & Update (Management)

- **Annual Review:**
 - Update procedures, contacts, and supplies.
 - Update the Emergency Preparedness and Response Safety Plan based on lessons learned.
- **Post-Emergency Evaluation:**
 - Conduct a post-incident review to identify strengths and weaknesses in the response.
 - Assess Safety Plan effectiveness and make improvements.
- **Feedback Mechanism:** Residents can provide suggestions via email to Management.

J7. Emergency Contact List

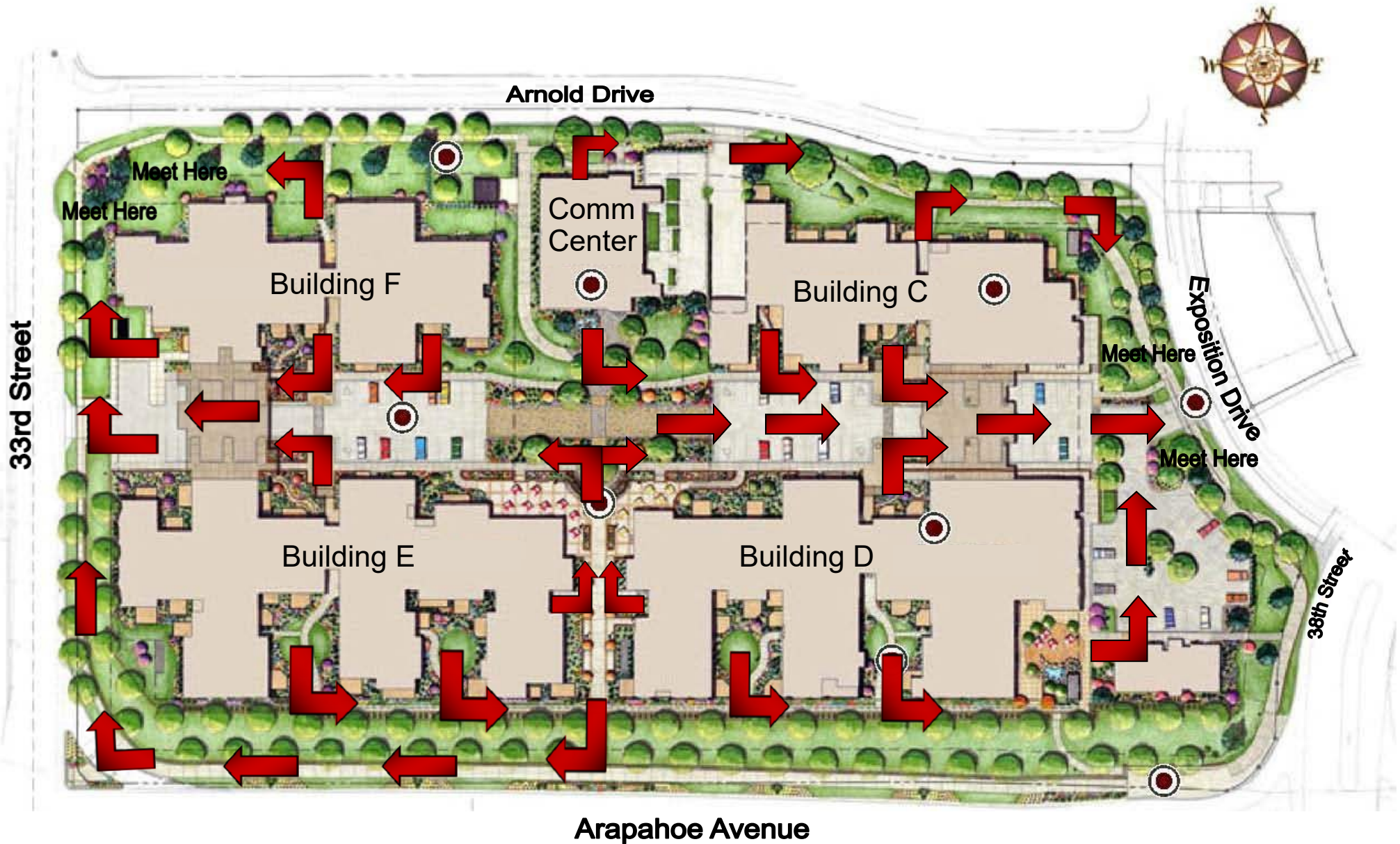
- Police Department: 911 or (303) 441-3333
 - Fire Department: 911 or non-emergency (303) 441-3350
 - Ambulance: 911
 - Emergency Medical Services (EMS): AMR Phone: (720) 204-2102 Dispatch: (303) 441-5852
 - Nearest Hospital: Boulder Community Health, 4747 Arapahoe Ave, (303) 415-7000
 - Electric Utility Provider: Xcel Energy: (800) 895-1999
 - Gas Utility Provider: Xcel Energy (800) 895-1999
 - Water Utility Provider: City of Boulder (303) 441-3200
 - HOA Emergency Contacts:
 - Dina Marchesi, Community Association Manager (720) 961-7861, dmarchesi@sentrymgt.com
 - Jason Hendrickson, Facilities Manager (720) 501-5019, jhendrickson@sentrymgt.com
 - HOA Board President: Patrice Streicher, (608) 217-5526, patstrpeloton@gmail.com
 - Management Company: Sentry, Community Care Center (303) 444-1456
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Resources & References

- Boulder Emergency Management Website:
<https://bouldercounty.gov/safety/emergency/emergency-management-program/>
- Boulder Disaster Management Website: <https://boulderodm.gov/>
- Boulder County (BOCO) Emergency Alert Signup Website:
<https://member.everbridge.net/453003085612231/new>
- Colorado Emergency Management Website:
<https://dhsem.colorado.gov/emergency-management-office>
- Federal Emergency Management Website: <https://www.fema.gov/>
- Red Cross Power Outage Checklist (Appendix)
- Local Shelters: [list and contact information]

For questions or more information, please contact HOA Emergency Coordinator.

Evacuation Plan Designated Meeting Area



EMERGENCY KIT CHECKLIST

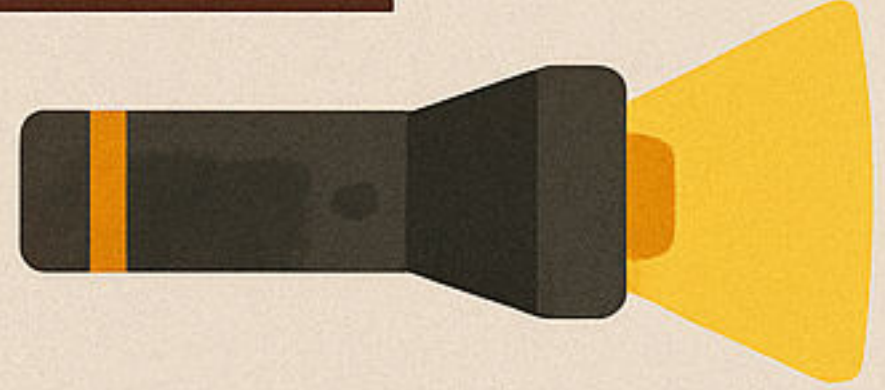
FOR THE HOME



WATER



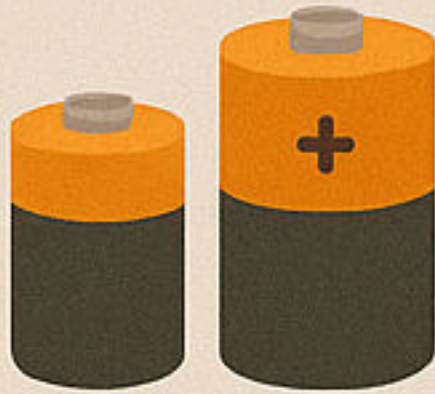
NON-PERISHABLE FOOD



FLASHLIGHT



RADIO



BATTERIES



FIRST AID KIT



MEDICATIONS



MULTI-TOOL



PERSONAL HYGIENE ITEMS