

Fire Safety Plan Specific To Your Building

This fire safety plan is specific to your building. It tells you very important information about your building and how to behave in the event of a fire. *(If your landlord/property manager has not completed the information in this section, ask him or her to do so.)*

Building Address:

Landlord/Manager (name, address and phone #):

Name: _____

Address: _____

Phone: _____

Year of Construction: _____

Type of Construction - Combustible or Non-combustible:

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in. Residential buildings are generally classified as “non-combustible” or “combustible”. They may also be classified as “non-fireproof” or fireproof”.

A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.** While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the building’s contents.

The building you are in is: combustible _____; non-combustible _____

Means of Egress:

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. These include interior stairs, exterior stairs, fire tower stairs, fire escapes and exits.

The different means of egress from your apartment and from your building are described below.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Most small residential buildings in Maine are generally not required to have fire sprinkler systems. Some residential buildings have sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All newly constructed or newly renovated apartment buildings are required by law to be equipped with fire sprinkler systems throughout the building.

The building you are in does ___ / does not ___ have a sprinkler system throughout the building. It does ___/ does not ___ have a sprinkler system for the boiler.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Your building is ___/ is not ___ equipped with an interior fire alarm system. The alarm is ___/ is not ___ transmitted to the Fire Department.

If your building has an interior fire alarm system, familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Smoke Detector Alarm Systems

Smoke detectors save lives. Maine law requires hard-wired, battery backup smoke detectors within an apartment. These detectors must be interconnected. Thus, when one detector within the apartment sounds an alarm, they all should.

In larger buildings, smoke detectors in the halls and basement are interconnected. Thus, when one detector in a hall or basement senses smoke or fire and sounds an alarm, all the detectors in the halls and basement will go off. Just because you do not smell smoke or see flames, do not let your guard down. The fire could be in a back hall or in the basement. Investigate!

Test your detectors monthly by pressing the button. You should hear a beep. Change the batteries at least once a year and whenever you hear a beep at one-minute intervals. A repetitive beep at one-minute intervals alerts you that the battery is weak and should be replaced.

Never interfere with the functioning of your smoke detectors. To do so is a Class E criminal offense punishable by up to a \$1,000 fine and up to six months incarceration.

Fire Extinguishers

There are ___ fire extinguishers inside your apartment. Their locations are: _____

Some buildings may also have fire extinguishers located in common areas. **In your building, the common area fire extinguishers are located in the following areas: _____.** Make sure that all occupants are familiar with the location of the fire extinguishers and have read the instructions on how to use them.

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To operate a fire extinguisher: 1) Take extinguisher from mounting bracket. 2) Remove locking pin, ring, clip, level, etc. Get into a crouching position on the upwind side of the fire. 3) Point extinguisher nozzle at *base of fire* and squeeze the lever or handle. 4) Discharge using a sweeping motion from side to side at the base of the fire.

Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you do attempt to put a fire out, make sure you have a clear path of retreat from the room.

General Emergency Fire Safety Instructions

1. **Do not panic.** Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, **generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.**
3. **Do not overestimate your ability to put out a fire.** Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, **close all doors as you exit to confine the fire.**
5. **Never use the elevator** (if your building has one). It could stop between floors or take you to where the fire is.
6. Heat, smoke and gases emitted by burning materials can quickly choke you. **If you are caught in a heavy smoke condition, get down on the floor and crawl.** Take short breaths, breathing through your nose.
7. **If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over as often as necessary to smother the flames.**

Escape Routes

Make a diagram of your apartment. Map out two escape routes from each room. The two ways are usually a door and a window.
