

# **FIRE SAFETY NOTICE**

## For a combustible (non-fireproof) building

In the event of fire, stay calm. If you must take immediate action, use your judgment as to the safest course of action, guided by the following information.

### **If The Fire Is In Your Apartment**

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermine location, outside the building. Notify responding fire fighters if anyone is unaccounted for.

### **If the Fire Is Not In Your Apartment**

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instruction above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment. Then, do the following:
  - Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
  - Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
  - If conditions in the apartment appear life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
  - If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.