



## **FORT LEE FIRE PREVENTION Borough of Fort Lee**

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# **FORT LEE FIRE DEPARTMENT FIRE EVACUATION PLAN FOR MID-RISE APARTMENT BUILDINGS**

The following fire safety and evacuation plan has been developed and approved by building management and The Fort Lee Fire Official in accordance with the New Jersey Uniform Fire Code N.J.A.C. 5:70-3.3(p)2.

The prime importance of this plan is that all building occupants are aware of what to do in case of a fire or fire alarm activation and provide you with fire safety tips on how to prevent fires from occurring. The information provided to you through this plan can make the difference and could save your life and the lives of other occupants of the building.

**WE URGE YOU TO BECOME FAMILIAR WITH THIS PLAN AND MAKE SURE THAT EVERYONE IN YOUR HOUSEHOLD UNDERSTANDS IT AS WELL.**

If you have further questions, you can contact the Fort Lee Fire Prevention Bureau at 201-592-3500 Ext.1502 Monday thru Friday 7am-4pm.

## WHAT TO DO IF YOUR SMOKE DETECTOR ACTIVATES

- If your smoke detector activates it will sound an alarm in your unit.
- Remain calm and alert everyone in your unit.
- Check your apartment to see what caused the smoke detector to activate. If there appears to be no reason, check the battery and clean the front of the detector using a vacuum cleaner or a can of compressed air. **(SMOKE DETECTORS MUST BE REPLACED 10 YEARS AFTER MANUFACTURE DATE AND BE POWERED BY A TEN-YEAR SEALED BATTERY)**
- If the problem continues contact building management for replacement.

## IF THERE IS SMOKE OR FIRE IN YOUR UNIT THEN:

- Always crawl or stay low in fires. Heat and smoke rise keeping your nose close to the floor will make it easier for you to see, breathe, and it will not be as hot.
- If you discover a fire in a room that has its own door, close the door immediately. This should keep the fire confined to that room until the fire department arrives.
- Leave the unit immediately with everyone that is in the unit, closing the door and leaving it unlocked.
- Make sure everyone stays together and that no one re-enters the unit for any reason.
- Go to the nearest stairwell, do not use the elevator, and activate the buildings fire alarm system by pulling the fire pull station located near the hallway exit door. Calmly walk down the stairs to the lobby.
- Again, do not use the elevators. All elevators will be recalled to the lobby and are to be used by the fire department only.

- 4) If you encounter smoke and cannot return to another exit stairway or to your apartment, stay low to the ground and crawl under the smoke to a clear area.
- 5) If your unit door is warm or if you see smoke in the hallway, unlock the door but keep it closed. Do not try to escape through heavy smoke. Remain in your unit and utilize building exterior fire escape if available. If not call 911 and tell the dispatcher your name, where you are and that you cannot leave your unit because of smoke in the hallway.
- 6) Put towels at the bottom of the door and in any open vents in the unit to block smoke from coming into your unit. Go to the balcony or a window and open the balcony door or window slightly to allow fresh air in. If smoke does come into the unit through the balcony door or the window, close the balcony door or window and if possible, go to another area.
- 7) Do not under any circumstances take any items with you when you leave the apartment.
- 8) Make sure that everyone that was within the unit has left and that you stay together at all times. This will ensure that all building occupants have safely evacuated the building. Do not try to use the elevators. All of the elevators will be recalled to the lobby and are to be used by Fire Department personnel only.

#### **WHAT TO DO IF YOU'RE CARBON MONOXIDE DETECTOR ACTIVATES**

**(Carbon Monoxide Detectors Must be replaced as per manufacturers recommendation)**

- Immediately call 911 and leave your apartment. Wait in your building lobby or outside for the Fire Department to arrive. Do not return to your apartment for any reason until it has been cleared by the Fire Department.

If you or anyone who lives with you has a permanent or temporary disability that would prohibit you or them from evacuating on their own in the event of an emergency, please make sure they are registered with the Fort Lee Fire Departments Needs Assistance Program.

This is a free program. To Register please call Fort Lee Fire Prevention at 201-592-3500 Ext.1502. Also advise your management office who will maintain a list on site.

If you have infants or young children that would not be able to evacuate on their own in the event of an emergency, please make sure they are registered with the Fire Departments "Tot Finder" program. This will ensure that the fire department knows their location in case of emergency.

#### **HOW TO BE PREPARED AND HELP PREVENT FIRES**

- **NEVER IGNORE THE BUILDING'S COMMON AREA FIRE ALARM SYSTEM OR SMOKE/CARBON MONOXIDE DETECTOR IN YOUR APARTMENT. THESE ARE EARLY WARNING DEVICES.**
- **TEST YOUR SMOKE /CARBON MONOXIDE DETECTOR ONCE A MONTH**
- **IF YOUR DETECTOR DOES NOT HAVE SPECIAL LONG LIFE SEALED BATTERIES, CHANGE BATTERIES TWICE A YEAR. A GOOD TIME TO REMEMBER THIS WOULD BE WHEN WE CHANGE THE CLOCKS TO DAYLIGHT SAVINGS TIME." CHANGE YOUR CLOCK CHANGE YOUR BATTERIES"**
- **NEVER REMOVE YOUR DETECTOR BATTERY FOR ANY REASON**
- **KNOW TWO WAYS OFF YOUR FLOOR AND OUT OF YOUR BUILDING**

- **DO NOT SMOKE IN BED. USE LARGE ASHTRAYS WHEN SMOKING. NEVER EMPTY AN ASHTRAY INTO THE GARBAGE AFTER EXTINGUISHING SMOKING MATERIALS WITHOUT TOTALLY SOAKING WITH WATER.**
- **NEVER THROW SMOKING MATERIAL OFF THE BALCONY OR OUT YOUR WINDOW.**
- **ONLY ELECTRIC /OR NATURAL GAS GRILLS ARE PERMITTED TO BE USED ON COMBUSTIBLE BALCONIES. NO PROPANE GRILLS ARE PERMITTED ON BALCONIES OF ANY TYPE CONSTRUCTION.**
- **ALWAYS KEEP MATCHES AND LIGHTERS AWAY FROM CHILDREN**
- **USE CAUTION WHEN COOKING, KEEP CHILDREN AWAY FROM STOVE, NEVER LEAVE COOKING UNATTENDED, DO NOT WEAR LOOSE FITTING CLOTHES WHILE COOKING THAT CAN EASILY IGNITE.**
- **NEVER USE WATER TO EXTINGUISH A GREASE FIRE. USE A DRY CHEMICAL OR TYPE ABC FIRE EXTINGUISHER, BAKING SODA, COVER WITH A PAN LID, OR A WET TOWEL.**
- **IF YOU DO BURN FOOD CAUSING A SMOKE CONDITION IN YOUR APARTMENT, DO NOT OPEN YOUR APARTMENT DOOR TO LET SMOKE INTO THE HALLWAY. OPEN YOUR WINDOWS INSTEAD.**
- **IF YOUR CLOTHES DO CATCH FIRE REMEMBER TO “STOP, DROP COVER YOUR FACE AND ROLL. THIS WILL EXTINGUISH THE FIRE.**
- **USE ONLY LICENSED ELECTRICIANS TO INSTALL OR REPAIR ELECTRICAL WIRING.**

- **BE SURE THERE ARE ENOUGH ELECTRICAL OUTLETS FOR YOUR ELECTRICAL NEEDS.DO NOT USE MULTI-PLUG ADAPTERS OF ANY KIND.**
- **THE USE OF UL APPROVED EXTENSION CORDS ARE PERMISSABLE FOR TEMPORARY USE ONLY AND NOT MEANT TO BE USED AS PERMANENT ELECTRIC SUPPLY.**
- **NEVER RUN EXTENSION CORDS UNDER CARPETING OR FURNITURE.**
- **NEVER LEAVE AN APPLIANCE UNATTENDED WHILE IN USE AND ALWAYS UNPLUG THE APPLIANCE AFTER USE.**
- **IF YOU MUST USE A SPACE HEATER, GIVE IT PLENTY OF SPACE.KEEP IT AWAY FROM COMBUSTIBLE MATERIALS SUCH AS FURNITURE, DRAPES, BED COVERINGS, AND NEWSPAPERS.**
- **THE USE OF KEROSENE HEATERS INSIDE OF BUILDINGS IS PROHIBITED.**
- **NEVER STORE GASOLINE, PROPANE, OR OTHER FLAMMABLE LIQUIDS INSIDE YOUR APARTMENT.**

Revised 09/2022