



FIRE SAFETY CHECKLIST & GUIDELINES

Our Building is non-combustible:

- Safest place to be is in your apartment (if it is not the source of fire / smoke).
- Don't panic - help is on the way.
- Put wet towel(s) under door to reduce smoke.
- If you must exit, see steps below to leave safely.

If smoke or fire is in your apartment, on your floor, or beneath you & smoky in your apartment:

- Close the door to the room where the fire is.
- Do not attempt to put the fire out if it is quickly spreading.
- Stay low to the ground and cover mouth with wet fabric / cloth.

If you must leave (due to fire / smoke or other reasons, like going to work):

- Take your pet if your unit seems unsafe.
- Feel door and knob for heat. Only exit if they are not hot. Open hall door slightly to check for smoke, heat, fire.
- Take your keys and CLOSE BUT DON'T LOCK the apartment door.
- If possible, alert people on your floor by knocking on the doors on your way to the stairwell.
- DO NOT USE the ELEVATORS.
- Try to use south Stairwell B (by the freight elevator). Firemen use the other north Stairwell A (by the trash chute/recycling).
- Call 911 & doorman once you reach a safe location.
- If you're not home and worried about your pets, know that typically pets are safe – they're low to the ground and can find a safe spot.
- Note: You will not be allowed back up after exiting to the lobby until firefighters permit.

If you cannot safely exit your apartment or building and it is getting smoky:

- Call 911, tell them your address, floor, apartment number.
- Seal the doors to your apartment with wet towels and/or sheets.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below. DO NOT BREAK any WINDOWS.
- If smoking conditions worsen before help arrives, get down on the floor and take short breaths thru your nose and covering your mouth with a wet fabric / cloth.

All homeowners are encouraged to have Homeowners Insurance:

- Note that if a fire in your apartment is deemed to be caused by you, neighbors may sue you for damages to their apartment. Not having your own insurance could have severe financial implications.

All homeowners are encouraged to have a working fire extinguisher in their apartment:

- Do not store it in the kitchen, as this is where most fires occur, therefore may make the extinguisher unreachable.

See Fire Safety Notice (distributed annually each October):

- For list of detailed steps for "Fire is In Your Apartment" and "Fire is Not In Your Apartment" refer to the Fire Safety Plan document all residents receive each year from the building. It is also available on the building's website, www.300w23coop.com, under the "Documents" tab listed as "Current Fire Safety Plan".