

FORDHAM HILL COOPERATIVES



FIRE SAFETY AND PREVENTION MANUAL FOR HIGH RISE RESIDENTIAL BUILDINGS 1999

MESSAGE FROM THE BOARD OF DIRECTORS

OF

THE FORDHAM HILL OWNERS CORPORATION

The safety and well being of all residents of Fordham Hill is paramount to our mission. This manual is presented to you so that you may have on hand, a reference guide to Fire Safety and Prevention in High Rise Dwellings.

Please take the time to familiarize yourself and your loved ones in what to do in case of a fire.

If you have any questions or concerns please contact the Management Office at 718.365.9600 or the Department of Public Safety at 718.562.9640.

MESSAGE FROM THE DEPARTMENT OF PUBLIC SAFETY

This fire manual has been designed to instruct Fordham Hill residents on what to do in case of a fire.

You must remember to always remain calm in an emergency situation. We recommend that you read this manual with your family to prepare in case of a fire emergency.

Protect your family and neighbors; don't create a fire hazard. Educate your youth on the seriousness of a fire and instruct them on how to prepare for an emergency.

If you have any questions or concerns please feel free to contact the Department of Public Safety at 718.365.9600 ext. 123 or 718.562.9640.

FIRE SAFETY FOR RESIDENTIAL HIGH RISE MULTIPLE DWELLINGS

If the fire is IN your apartment:

- ❖ **Try to get everyone out of the apartment.**
- ❖ **Don't open windows if you and all family members are able to evacuate.**
- ❖ **Make sure your apartment door closes behind you.**
- ❖ **Alert others on the floor as you egress (exit), by knocking on apt. doors and shouting, "Fire, Fire-Get Out".**
- ❖ **All same floor neighbors should pre-agree to this accepted method of notification and respond attentively and immediately.**
- ❖ **The golden rule is never use an elevator during a fire or suspected fire under any circumstance. Exit by using the stairway closet to your apartment.**
- ❖ **For handicapped or wheelchair bound family members, assist them out into the interior hall. To decrease any potential hardship of removing someone, have a pre-arranged agreement with several neighbors for assistance in a fire situation. These neighbors should live on the opposite side of the floor.**
- ❖ **If unable to remove overweight or incapacitated family members, open their bedroom window 1/3" from the bottom and 2/3" from the top. Close their bedroom door, leave wet blankets on the bottom of the door and vacate the apartment. Close the apartment door behind you.**

- ❖ **Immediately notify 911 from your neighbor's apartment and give detailed information of the fire situation. Stress the floor and apartment number and most importantly, the incapacitated family member who remains.**

- ❖ **In all cases, if you reach a lower floor, lobby or street level Immediately notify the NYC Fire Department by dialing "911"**

QUESTIONS/NOTES:

FIRE SAFETY FOR RESIDENTIAL HIGH-RISE MULTIPLE DWELLINGS

If the fire is NOT in your apartment:

- ❖ **Stay inside rather than entering smoke filled hallways, especially if the fire is below your apartment.**
- ❖ **Keep your apartment door closed. Be prepared to open the door to allow either neighbors or firefighters to seek refuge. All neighbors on each floor should have a pre-arranged fire emergency plan.**
- ❖ **While in the apartment cover the bottom of the apartment door with wet blankets. For additional safety, cover the space between the door and frame at the sides and top of the door with duct tape. This will prevent smoke from entering.**
- ❖ **Turn off air conditioners and close windows if they are allowing smoke to enter your apartment from the outside.**
- ❖ **Always convey important information such as: lose of power in apartment and life sustaining medical equipment being inoperable. Notify them that there are incapacitated family members or any information that the firefighters should know upon arriving to the fire scene.**
- ❖ **Never give false, misleading or exaggerated information. Remain calm and do your best, help is on the way**

FIRE SAFETY FOR RESIDENTIAL HIGH RISE MULTIPLE DWELLINGS

When the fire is BELOW you:

This is one of the more dangerous situations. Although in High Rise "Fireproof" Multiple Dwellings, the fire will rarely spread beyond the initial apartment fire. However, because of the method of construction of these buildings, namely concrete and/or masonry exterior walls and concrete floors and ceilings, fires are much hotter than usual. Once a fire consumes the contents (furniture, clothing etc.) of an average size apartment, temperatures in the range of 1,000 degrees plus, can and will be attained. In essence, the fire floor becomes a brick oven.

Once this situation has manifested itself in the common hallways of the building, occupants caught in the immediate, humanly unbearable buildup of heat, survival time will be in a matter of seconds. The avenue of fire, heat, smoke and gaseous fumes will spread. A path both horizontal and vertical, floor to floor will be established. The object is to never allow yourself to be caught in the avenue of fire spread.

The best actions to take are:

- ❖ Remain in your apartment with your apartment door closed.**
- ❖ Keep wet blankets at the bottom of the door.**
- ❖ Display a towel, sheet or blanket outside your window to alert Fire personnel there is a fire.**
- ❖ If possible, seal the top and sides of the door with duct tape to keep out smoke.**

- ❖ **Again if possible, make an "X" with duct tape on the apartment window frames, which may help preserve the integrity of the glass from falling due to heat generated from below.**

In all cases where smoke is entering your apartment and you are unable to escape, seek refuge in a room furthest from the point of smoke entry.

If possible take a cordless or cellular phone into the room and notify "911" that you are trapped in the apartment and give all the pertinent information as described previously.

QUESTIONS/NOTES:

FIRE PREVENTION

IN

APARTMENTS

Tips to keep your apartment safe:

- ❖ **Don't put items in the trash chute that are too big and might get stuck. Items caught in the chute can easily turn a fire in the basement into a fire on your floor.**
- ❖ **Be careful not to overload electrical circuits. Short circuits are the cause of many fires.**
- ❖ **Replace worn or damaged cords and broken plugs. Be sure the appropriate cord is used for appliances.**
- ❖ **Space heaters should be connected directly into the wall outlet. Extension cords should not be used.**
- ❖ **Do not use kerosene heaters, they are illegal in New York.**
- ❖ **Buy electrical appliances with the U.L. (Underwriters Laboratories) or F.M. (Factory Mutual). These labels state that the electrical appliances have been tested for safety.**
- ❖ **Cook with care. Keep a universal**

- ❖ **Don't smoke in sleeping areas.**
- ❖ **Test smoke detectors weekly and replace batteries every year (your birthday is a good day for that).**
- ❖ **Make sure your apartment door is tightly fitted.**

QUESTIONS/NOTES:



HOW TO USE A FIRE EXTINGUISHER

Pull

Aim

Squeeze

Sweep

FIRE SAFETY AND PREVENTION

SUMMARY SHEET

IF THERE IS A FIRE:

- ❖ **Stay calm**
- ❖ **Do not use the elevators**

IF THE FIRE IS "IN" YOUR APARTMENT:

- ❖ **Get everyone out and stay as low as you can. Close but don't lock the doors.**
- ❖ **Alert others on the floor by knocking on doors.**
- ❖ **Go down to the nearest staircase, holding the railing.**
- ❖ **Call the Fire Department from a floor below the fire or from the street.**

IF THE FIRE IS "NOT" IN YOUR APARTMENT:

- ❖ **Stay inside rather than entering smoke filled hallways, especially if the fire is above your apartment.**
- ❖ **Keep your door closed.**
- ❖ **Seal the door with duct tape or wet sheets & towels. Seal any other openings where smoke may enter.**
- ❖ **Turn off the air-conditioners.**
- ❖ **Fill your bathtub with water. If the door gets hot, wet it down.**
- ❖ **Unless flames or smoke are coming from below, open your windows a few inches from the top or bottom.**
- ❖ **Call the fire department with relevant information.**

APARTMENT SAFETY:

- ❖ **Make sure rubbish is stored and disposed of correctly.**
- ❖ **Don't put items in the trash chute that are too big and might get stuck.**

- ❖ Be careful not to overload electrical circuits.
- ❖ Cook with care, baking soda can smother small stove fires.
- ❖ Never smoke in sleeping area.
- ❖ Test smoke detectors weekly-replace batteries once a year.
- ❖ Make sure your apartment door is tight fitting.
- ❖ Know where your exit doors are.

IMPORTANT:

Do you have "Fire Insurance"? You should.

QUESTIONS/NOTES:

PLANNING AHEAD CAN SAVE YOUR LIFE

Things to know:

- ❖ The layout of your floor.
- ❖ The location of stair exits.
- ❖ The number of doors between your apartment and the exit stairs. This is essential knowledge, to find the exit in the dark.
- ❖ Where your apartment keys is located. Take your key with you if you are forced to evacuate.

Things to do:

- ❖ Dial "911" for a fire emergency.
- ❖ Keep flashlights ready and in a handy place.
- ❖ Install and maintain smoke detectors.
- ❖ Practice fire drills with your family. It is especially important for children to know what to do in a fire.
- ❖ Report fire hazards to your porter. Blocked exits, piled up trash, missing exit lights and open fire doors are violations of the law.

And two things "not" to do:

- ❖ Never, ever use the elevator in a fire!
- ❖ Never leave the apartment doors open, if you flee a fire.

REMEMBER:

TO NOTIFY THE FIRE DEPARTMENT DIAL "911"

P E A C E

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TOUR

Clinton Robinson, Director	
Eladio Reynoso, Capt.	8 AM - 4 PM
Jemell Smith, Lt.	8 AM - 4 PM
Brian Singleton, Capt.	4 PM - 12 AM
Ronald King, Sgt.	12 AM - 8 AM
Rodell Lindsey, Sgt.	12 AM - 8 AM

EMERGENCY NUMBERS

Fire Department (718) 999-2000
52nd Police Precinct (718) 220-5811