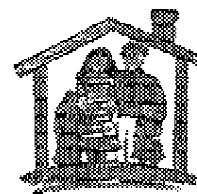


BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one **smoke detector**. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded **cigarettes are the leading cause of fire deaths**. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
3. **Matches and lighters** can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave **cooking** unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload **electrical outlets**. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
7. Install **window gates** only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.
8. **Familiarize** yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, **prepare an emergency escape route** to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of **candles and fresh cut decorative greens**, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.



**LET'S KEEP
YOUR FAMILY
FIRE SAFE**

GENERAL EMERGENCY FIRE SAFETY INSTRUCTIONS

(All Types of Building Construction)

1. **Stay calm.** 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. Never use the elevator. It could stop between floors or take you to where the fire is.
5. 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.
6. If your clothes catch fire, don't run. **Stop, drop & roll.** Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

EVACUATION INSTRUCTIONS IF THE FIRE IS IN YOUR APARTMENT

(All Types of Building Construction)

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 key.
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 pre-determined location outside the building. Notify responding firefighters if anyone is unaccounted for.

If the fire is not in your apartment, the decision whether to leave or to stay and await help is best determined by the type of building; fireproof construction or non-fireproof.

In non-fireproof buildings, it is usually better (safer) to leave immediately.

In fireproof buildings, it is usually better (safer) to stay in your apartment until help arrives.

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