



Fire Safety Plan

Written in cooperation with:

Hudson Troy Towers Apartment Corp.

&

Union City Fire Prevention Bureau

**Hudson Troy Towers
Residential High Rise Building**

Fire Safety Plan

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PURPOSE

The purpose of a Fire Safety Plan is to protect all residents and visitors from injury, property loss or the loss of life in the event of an emergency situation. An emergency may constitute any one (1) of the following;

Fire, tornado, earthquake, bomb threat, chemical spill or any situation that has the potential for the loss of life and/or property.

II. EVACUATION PLAN

In an emergency it may become necessary to evacuate the area or building. It is vital that all persons be familiar with the correct evacuation routes.

There are evacuation plans located near each floor's elevator landing at Troy Towers. The plans indicate the proper exit routes to be followed if evacuation is necessary. Take the time to become familiar with the evacuation plans. In the event of an emergency follow these plans to ensure a safe and speedy evacuation. The elevator landings are located at the north and south ends of each hallway, opposite the "2" & "14" line apartments.

III. EVACUATION PROCEDURES

In the event of a fire or emergency, the alarms throughout the building will be activated.

- 1. Upon hearing an alarm residents in no immediate danger shall remain in their apartments and await instruction, if the fire is not in their apartment.**
- 2. If the fire is in your apartment and/or if you are in any danger, immediately evacuate to a safe area, closing door and windows behind.**

IF building evacuation becomes necessary, assemble at a location a safe distance from the building and the emergency personnel. Use a buddy system to make sure that all persons are present and accounted for. Never re-enter the building unless and until so instructed by the Fire Department.

Feel every door with your hand. If hot, do not open. If cool, open slowly.

Head for the stairs. Do not use the elevators. Remain calm. Do not panic. Stairwells are located at the north and south ends of each hallway, opposite the elevators.

- a. Follow instructions of Building Personnel and/or Fire Department.
- b. Evacuate via uncontaminated stairwells. Remember to close all doors behind you. Check stairs and any area for smoke before entering. If smoke is in an area, go to alternate stairwell for evacuation. All floors at Troy Towers have two (2) exit stairwells (North & South). **NEVER ENTER A SMOKE FILLED AREA.**
- c. Evacuation to two (2) or more floors below the fire is generally adequate. Remember; do not evacuate the building unless instructed to do so.
- d. All Building Employees shall report to the Command Post (Front Desk), unless you are instructed to do otherwise.
- e. Follow the instructions of the Building or Fire Department Personnel. IF it becomes necessary to evacuate the Building, exit to a preplanned rendezvous area (the suggested area is across the street from the entrance of Troy Towers in the grassy knoll area, or the park on Gregory Avenue) This area is in close proximity to the Building, but far enough away to be safe from fire, smoke and falling objects.
- f. If hallway or stairwells fill with smoke, remain calm. Stay in your apartment, use your telephone to notify the Front Desk (201-348-1267) of your location and condition. **Telephone the Fire Department** (201-864-4400 or 911) immediately and give your location. Seal cracks around your apartment door with wet towels and await instructions.
- g. If you must go through a smoky area, crawl on your hands and knees (fresh air is low to the ground), and place a towel, scarf or handkerchief over your face to filter smoke. Do not stand up. Hot air rises and contains deadly gases. Do not crawl on your stomach. **Crawling on your hands and knees will keep your head in the safest zone.**
- h. *Should you have a medical/personal condition that may require assistance during an evacuation of the Building, you may wish to register this condition in advance. If so, please see the Property Manager. All information is kept in strict confidence.*

IV. WHAT TO DO IF YOU DISCOVER FIRE OR SMOKE IN YOUR APARTMENT

1. Immediately exit your apartment. Do not waste time getting dressed or gathering valuables. **Exit immediately.**
2. Close all doors behind you as your exit to confine fire and smoke. Do not lock doors.
3. Pull the fire alarm in the area. Pull stations for the fire alarm are located at the north and south ends of each hallway, opposite the "2" & "14" line apartments.
4. **Immediately call the Fire Department (201-864-4400 or 911) and contact the Front Desk from a telephone in an unaffected apartment or area.**

5. Exit the floor via the stairs to two (2) floors below the fire floor. Await instructions from Fire Department Personnel.
6. **Never use elevators to evacuate.**
7. Never return to the fire area unless and until the Fire Department says it is safe.
8. Learn your Building's evacuation plans. Make sure all your family members know what to do in an emergency. Organize your family and make a plan. Practice your escape routes together. Post emergency numbers near all telephones. Learn the sound of the Building's fire alarms.

V. WHAT TO DO FOR FIRE OR SMOKE ON YOUR FLOOR

1. **Notify the Fire Department immediately**
2. Remain calm. Do not panic.
3. Alert all occupants in your apartment of a possible fire.
4. **If no immediate danger remains in your apartment, alert the Front Desk to your location and condition.**
5. Have a planned escape route.
6. If it is safe (no sign of fire or smoke) alert other floor residents.
7. Stand by and await instructions from Building and Fire Department Personnel.
8. When so instructed quickly exit floor via unaffected stairwell.

VI. ALARM OR FIRE ON ANOTHER FLOOR

The most critical areas for evacuation are the fire floor, the floor above the fire, and the floor below the fire. Evacuation from other floors will begin upon instructions from the Fire Department or as conditions indicate.

1. Remain in your apartment and await instructions.
2. **Do not panic. You are safe. The apartment walls are constructed of three (3) hour fire rated fire restive materials and ceilings are reinforced for your protection.**
3. Be prepared to leave. Take your keys, a towel or handkerchief and if possible a flashlight in case you enter a smoke filled area.

VII. TRAPPED IN YOUR APARTMENT (SMOKE OR FIRE IN HALLWAY)

1. **Do not enter the hallway. Remain in your apartment and await rescue.**
2. Close the doors tightly and cover all cracks around the door with wet towels to keep out smoke.

3. **Notify the Fire Department (864-4400 or 911) of your location. Let them know you are trapped. Do not hang up until they have all the information (your name, location, number of people in the apartment, etc.).**
4. Wave a towel or sheet from the window to alert the fire fighters of your location.
5. You may open a window slightly at the top (to let smoke out) and at the bottom (to let fresh air in). Be ready to close window quickly if smoke is drawn in.
6. Never break a window. Falling debris may injure people and you will not be able to close a broken window.

VIII. RESIDENT FIRE SAFETY

All residents should have a planned and practiced safety route from their apartment in the event of emergency.

1. Make a plan with your family and practice.
2. Be sure everyone recognizes the sound of the fire alarms and smoke alarms.
3. Be sure everyone knows how to operate the fire alarms and how to report fire or smoke.
4. Designate a meeting place for your family inside and outside the apartment
5. Keep all doors, exits and escape routes clear from immediate access.
6. Make sure your smoke detectors are operating.
7. Sleep with your bedroom door closed. Closed doors offer protection against heat, fire and smoke.
8. If your clothes catch fire, **STOP, DROP AND ROLL.** Do not run. Running gives the fire more oxygen. **DROP TO THE GROUND, COVER YOUR FACE AND MOUTH WITH YOUR HANDS TO PROTECT YOUR FACE. ROLL OVER AND OVER TO SMOTHER FLAMES.** Have family members practice this process.
9. **All smoke and fire conditions must be reported to the fire department regardless of severity or disposition.**
10. Know the location of fire exit stairwells and alarm pull stations on your floor and how they operate.
11. Teach children fire plans and to always report fire or smoke. Teach children how to report all emergencies. Teach them to never play with matches or lighters and to report anyone who does.
12. If children are left with a babysitter. Make certain the babysitter knows emergency plans, how to report a fire and how to contact you in an emergency.

IX. SMOKE DETECTORS

1. Never remove batteries from detectors.
2. Never paint over or cover your detectors. Test your smoke detectors. Clean all your detectors at least twice a year or as required.
3. Make certain that detectors are operating. Promptly replace batteries. Change your batteries on a day that is easy to remember (your birthday, a holiday, etc.).

X. FIRE SAFETY TIPS

1. Never leave cooking unattended.
2. Be careful with smoking materials.
3. **Never smoke in bed.** Use large, heavy ashtrays and don't let them become full to overflowing. Before going to bed, check to be sure that nothing is burning. Check under cushions of couches and chairs for smoldering objects (especially after entertaining). A cigarette can smolder for hours undetected before bursting into flames.
4. Take extra care with portable space heaters. Keep combustibles clear of heaters. Remember to turn them off when leaving the room or apartment. Never leave portable heaters unattended.
5. In the kitchen be alert to your habits. Stove burners, ovens and microwave ovens can inflict severe burns or start fires. Be careful with toasters, coffeemakers and all other appliances. Be attentive.
6. Never leave cooking unattended.
7. Don't wear loose fitting clothes when cooking. Clothing can catch fire.
8. Keep stove and oven clean.
9. Do not store things near stoves where they may be exposed to heat or flame.
10. Turn pot handles in, so they can't be knocked or pulled off the stove. Make sure children understand that they can be severely burned if they play around a stove.
11. Purchase a multi-purpose fire extinguisher for your home. Put together an emergency kit consisting of flashlights, batteries, transistor radio, filter mask and extra keys.

If a grease fire should start in the kitchen, smother flames by covering the pan with a lid or larger pan and turn off the power. **NEVER POUR WATER ON A STOVE FIRE.** An ABC fire extinguisher or baking powder can be used to extinguish a grease or electrical fire.

For a fire in an oven or microwave oven, close the oven door and **turn off power.** Leave the door closed until you are sure the fire is out and unplug the appliance. **Always call the fire department for any fire regardless of the outcome.**

XI. ELECTRICAL SYSTEMS

Don't overload electrical outlets. Special appliances such as electric heaters should have

their own heavy duty circuits. Misused extension cords and power strips should always be metal and UL approved are a common fire hazard. Don't run extension cords under rugs or across doorways and never hang them on nails. The insulation will deteriorate, exposing live wires. Check for cracks, fraying, broken plugs and loose connections or any cord that gets hot when in use. Replace any such cords immediately. Lamps that fall over are fire hazards, as are shades that are close to bulbs. Never use a higher wattage bulb than recommended. Only use UL approved appliances. Never use water around an electrical fire.

XII. OPEN FLAMES

Use candles carefully. Be sure their holders are stable and in good conditions. Never leave an open flame unattended. Extinguish any open flames before leaving the room or area. Never leave a child or pet alone with an open flame, even briefly. In case of blackout or loss of lights, keep flashlights handy: use of candles in any emergency is dangerous.

XIII. FLAMMABLE LIQUIDS

All flammable liquids present a fire hazard, even when used correctly because their vapors can be ignited easily. Even nail polish is a dangerous liquid. Never smoke when you are around flammable liquids, and do not store any source of heat, spark or flame. Store flammable liquids in metal containers.

XIV. HOLIDAY DECORATIONS

Do not place candles or open flames on a tree or a window or anyplace they may be knocked over or where children can reach them. Put out open flames before you leave the room. If you buy fresh Christmas tree, place tree in a stable sturdy stand and keep tree watered and located away from heat amid clear of the exits. Remove tree when needles begin to fall and dispose of properly. Make sure artificial trees are UL approved and labeled flame retardant. Never put light or metal decorations directly on a metal tree. Replace all worn fixtures. Always unplug tree before going to bed or leaving the area. Use flame retardant or non-combustible decorations. Make sure all electrical toys are labeled UL approved. Dispose of used wrappings and boxes immediately.

XV. EXITS

Make sure all exit doors are kept closed and that all exit corridors and stairwells are kept clear and unobstructed. Hallways and exit doors and passageways must never be blocked and paths to exit stairwells must be clear.

XVI. FIRE VIOLATIONS

Report all fire or safety violations in your building immediately to building management. Make sure violations are corrected promptly. **Remember, your life may depend on it.**

XVII. TO REPORT FIRE OR SMOKE CONDITION (in this order):

1. Telephone North Hudson Fire Department (201-864-4400 or 911)
2. Telephone Front Desk (201-348-1267)
3. Activate Alarm Pull Station
4. Alert anyone in the area to conditions.