

2600 Association, Inc.

Jersey City, New Jersey 07306

FIRE SAFETY PLAN

Written in cooperation with:

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Jersey City, NJ 07306

&

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2600 Association, Inc.
Residential High Rise Building
Fire Safety Plan

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FIRE SAFETY PLAN

I. OVERVIEW

A. Purpose

The purpose of this Fire Safety Plan ["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 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.

B. Evacuation Plan

In an emergency it may become necessary to evacuate a specific area in the building or the entire building. Each floor in the building has been assigned two (2) Fire Wardens to assist in executing this Plan. Section IV of this document provides more detailed information on the responsibilities of the Fire Wardens.

It is vital that all persons be familiar with this Plan and the correct evacuation/exit routes.

There are evacuation floor plans (diagrams) located in the hallways near each elevator landing on every floor of 2600 Kennedy Boulevard. The plans indicate the proper exit routes to be followed if evacuation is necessary. Take the time to become familiar with them. In the event of an emergency, follow these plans and instructions received from the Fire Wardens to ensure a safe and speedy evacuation.

C. Evacuation Procedures

In the event of a fire or emergency, the alarms throughout the building will be activated. Upon hearing an alarm, all Building Staff members shall report to the Fire Command Station in the Lobby; residents shall proceed according to the evacuation plans outlined on the following pages.

II. SPECIFIC FIRE PLAN GUIDELINES

A. What to do If You Discover Fire or Smoke in Your Apartment or on Your Floor

1. Follow instructions provided by the Fire Wardens. If no Fire Wardens are present, REMAIN CALM; DO NOT PANIC. FEEL EVERY DOOR. IF HOT, DO NOT OPEN; IF COOL, OPEN SLOWLY. Exit your apartment immediately. Do

not waste time getting dressed or gathering valuables.

2. Close all doors behind you as you exit to confine fire and smoke. Do not lock doors.
3. Pull the lever on the designated Fire Alarm pull station on your floor

OR

call the Fire Department from a cell phone or from a telephone in an unaffected apartment.

Alert your neighbors if it is safe (no sign of fire or smoke). Check stairways and any area before entering. NEVER ENTER A SMOKE FILLED AREA. If smoke is in the area, use an alternate stairway for evacuation. All floors have three (3) exit stairways. When an uncontaminated stairway is located, make your way down to the Lobby. Upon reaching the Lobby, follow instructions from Fire (or Police) Department Personnel. If the building needs to be evacuated, the Fire and/or Police Department will direct you to a preplanned meeting area on the southwest corner of Duncan Avenue and Kennedy Boulevard. This area is in close proximity to the building, but far enough away to be safe from fire, smoke and falling objects. It is also far enough away not to interfere with fire fighting and emergency operations. Do not leave the immediate area. A headcount must be taken to make certain all residents are present or accounted for.

4. **Never use elevators to evacuate.**
5. Never return to the fire area unless and until the Fire Department says it is safe.
6. Learn the building's evacuation plans. Make sure all household members know what to do in an emergency. Practice the evacuation procedures covered in this document. Post emergency numbers near all telephones. Learn the sound of the building's fire alarms.

NOTE: If you must go through a smoky area, crawl on your hands and knees (the fresh air is lower and provides better breathing); 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

Should you have a medical/personal condition that may cause you to require assistance during an evacuation of the building, you may wish to

register this condition in advance. If so, please call the Managing Agent or building Superintendent. All information will be kept in strict confidence.

B. Trapped in Your Apartment (due to smoke in the 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 smoke out.
3. Notify the Fire Department using 911. Let them know you are trapped. Do not hang up until they have all your information (i.e., your name, location and number of people in your apartment, etc.)
4. Wave a towel or sheet from the window to alert fire fighters of your location.
5. You may open a window slightly at top (to let smoke out) and at bottom (to let fresh air in). Be prepared 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.

C. 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 should be done quickly and in an orderly fashion.

1. Do not panic. You are safe. The apartment walls are constructed of two hour fire rated fire resistant materials; ceilings are reinforced for your protection.
2. Be prepared to leave. Take your keys, a towel or handkerchief and if possible a flashlight in case you enter a smoke filled area.
3. Follow the instructions given by your Floor Wardens. If they are not present, proceed to the Lobby via an uncontaminated stairway. In the Lobby, Fire and/or Police Department personnel will provide further directions. If the building must be evacuated, they will instruct you to proceed to the preplanned safe area on the southwest corner of Duncan Avenue and Kennedy Boulevard.

III. OTHER

A. Resident Fire Safety

1. Become familiar with the Building's Fire Safety Plan and practice the evacuation procedures described in this document.
2. Be sure everyone recognizes the sound of the fire alarms and smoke alarms.
3. Be sure everyone knows the location(s) of the hallway Fire Alarms and how to report fire or smoke.
4. Keep all doors, exits and escape routes clear for immediate access. Do not place any articles in hallways or stairways at any time. Do not leave anything outside of unit doors or in any common areas, especially mats, shoes, boots, umbrellas, plants. Remove all such items to prevent tripping hazards during, or in case of, emergency evacuation.
5. Make sure your smoke detectors are operating.
6. Sleep with your bedroom door closed. Closed doors offer protection against heat, fire and smoke.
7. If your clothes catch fire **STOP, DROP AND ROLL. DO NOT RUN!** Running gives 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.
8. **NOTE: ALL SMOKE AND FIRE CONDITIONS WILL BE REPORTED TO THE FIRE DEPARTMENT REGARDLESS OF SEVERITY OR DISPOSITION.**
9. Teach children fire plans and always to 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.
10. 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.

B. 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.)

C. 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 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 flames.
10. Turn pot handles in so that 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 (ABC) fire extinguisher for your home. Put together an emergency kit consisting of flashlights, batteries, transistor radio, filter mask and extra keys.
12. If a grease fire should start in the kitchen, smother the flames by covering the pan with a lid or a larger pan and turn off the power. NEVER POUR WATER ON A STOVE FIRE. A Multi-Purpose (ABC) fire extinguisher or baking powder can be used to extinguish a grease or electrical fire.
13. For a fire in the oven, or in the microwave, close the oven door and turn off the power. Leave the door closed until you are sure the fire is out. **ALWAYS CALL THE FIRE DEPARTMENT FOR ANY FIRE REGARDLESS OF THE OUTCOME.**

D. Electrical Systems

Don't overload electrical outlets. Special appliances such as air conditioners should have their own heavy-duty circuits. Misused extension cords 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 too close to bulbs. Never use a higher wattage bulb than recommended. Only use UL approved appliances. Never use water around an electrical fire.

E. Open Flames

Use candles carefully. Be sure their holders are stable and in good condition. Never leave an open flame unattended. Extinguish any open flame before leaving the room or the area. Never leave a child alone with an open flame, even briefly. **IN CASE OF BLACKOUT OR LOSS OF LIGHTS, KEEP FLASHLIGHTS HANDY; USING CANDLES IN ANY EMERGENCY IS DANGEROUS.**

F. Flammable Liquids

All flammable liquids present a fire hazard, 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 them near any source of heat, spark or flame. Store flammable liquids in metal containers.

G. Holiday Decorations

Do not place candles or open flames on a tree or on a window or anyplace

they may be knocked over or where children can reach them. Put out open flames before you leave the room. Buy a fresh Christmas tree. Place tree in a stable sturdy stand. Keep tree watered, located away from heat and clear of the exits. Remove tree when needles begin to fall; 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.

H. EXITS

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

I. FIRE VIOLATIONS

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

IV. FIRE WARDENS' DUTIES

A. Fire Wardens shall be familiar with the 2600 Association Fire Safety Plan, the location of exits and the location and operation of any available fire alarm.

B. In the event of a fire alarm, Fire Wardens:

1. Shall ascertain the location of the fire; ensure that all occupants are notified of the fire and that they proceed immediately to execute the Fire Safety Plan.
2. Shall lead the evacuation of the floor in accordance with directions received and the following guidelines:
 - a. They shall select the safest stairway to use for the evacuation of occupants on the basis of the location of the fire and any information received from the Fire Command Station. The Fire Wardens shall check the environment in the stairway prior to entry for evacuation. If it is affected by smoke, an alternate stairway shall be selected and the Fire Command Station notified.
 - b. The Fire Wardens shall keep the Fire Command Station

informed of the means being employed for evacuation by the occupants of their floor.

3. The most critical areas for immediate evacuation are the fire floor and the floors above and below it. Evacuation from other floors shall be instituted when instruction from the Fire Command Station or conditions indicate such action. Evacuation should be via uncontaminated stairways. The Fire Wardens shall try to avoid using stairways being used by the Fire Department. If this is not possible, they shall try to attract the attention of Fire Department personnel before such personnel open the door to the fire floor.
4. Evacuation to the Lobby is generally adequate. The Fire Wardens shall keep the Fire Command Station informed regarding their location.
5. The Fire Wardens on the floor above the fire shall, after executing the Fire Safety Plan, notify the Command Station of the means being used for evacuation and any other particulars employed for evacuation by the occupants of their floor.