



## WATER FIRE PREVENTION BUREAU

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# EDGEWATER FIRE PREVENTION BUREAU / FIRE DEPARTMENT HIGH RISE EMERGENCY EVACUATION GUIDELINES

**A HIGH-RISE BUILDING IS ANY BUILDING MORE THAN 6 STORIES IN HEIGHT CONSTRUCTED OF NON-COMBUSTIBLE FIRE RESISTIVE CONSTRUCTION.**

The following fire safety and evacuation GUIDELINE has been developed and approved By The Edgewater Fire Official in accordance with the New Jersey Uniform Fire Code Section 401.1.

The main goal of this Guideline is to make all building occupants aware of what to do in case of a fire or fire alarm activation. This guideline will also provide you with fire safety tips on how to prevent fires from occurring. The information provided to you through this guideline could save your life and the lives of other occupants of the building.

**WE URGE YOU TO BECOME FAMILIAR WITH THIS GUIDELINE AND MAKE SURE THAT EVERYONE IN YOUR HOUSEHOLD UNDERSTANDS IT AS WELL.**

If you have further questions, you can contact the Edgewater Fire Prevention Bureau at 201-943-1700 Ext.4117 Monday thru Friday 9am-4pm.

**WHAT TO DO IF THE SMOKE DETECTOR ACTIVATES IN YOUR APARTMENT**

- If your smoke detector activates it will sound an alarm inside your apartment.
- Remain calm and alert everyone in your apartment.
- Check your apartment to see what caused the smoke detector to activate. If there appears to be no reason, check the battery and clean the front of the detector using a vacuum cleaner or a can of compressed air. **(SMOKE DETECTORS MUST BE REPLACED 10 YRS AFTER MANUFACTURE DATE AND BE POWERED BY A 10 YEAR SEALED BATTERY)**
- If the problem continues replace the detector immediately.
- If you are not sure why the detector activated you can contact the fire department to respond.

### **IF THERE IS SMOKE OR FIRE IN YOUR APARTMENT**

- Always crawl or stay low in fires. Heat and smoke rise. Keeping your nose close to the floor will make it easier for you to see, and breathe. The temperature will also be lower at the floor.
- If you discover a fire in a room that has its own door, **LEAVE THE ROOM AND CLOSE THE DOOR** immediately. This should keep the fire confined to that room until the fire department arrives.
- Leave the apartment immediately with all other occupants. **CLOSE THE DOOR BEHIND YOU** and leave it unlocked.
- Make sure everyone stays together and that no one re-enters the apartment for any reason.

- Go to the nearest stairwell. DO NOT use the elevator. Activate the buildings fire alarm system by pulling the fire pull station located near the hallway exit door (if applicable). Calmly walk down the stairs to the lobby.
- Again, do not use the elevators. All elevators will be recalled to the lobby and are to be used by the fire department only. If you are waiting for an elevator, it will not come.
- Once in the lobby, which should be designated as your family meeting place, call the fire department via 201-943-2600 and 911. Tell them who you are, where you are, and that you are reporting a fire. Clearly advise them of your apartment number and whether or not everyone is out safely.
- If you cannot get out of your apartment through the front door, call the fire department immediately on 201-943-2600 and 911 and advise them you are trapped. If possible go out onto your balcony and close the balcony door behind you. If this is not possible try to go into a room other than the fire room, and close the door. Then place wet towels or clothing at the bottom of the door to help prevent smoke from entering the room. Crack open a window to get fresh air if possible only if there is a closed door separating you from the actual fire.
- Await rescue by the fire department.

**WHAT TO DO IF THERE IS A FIRE ELSEWHERE IN YOUR BUILDING OR IF  
THE BUILDING FIRE ALARM SYSTEM ACTIVATES.**

- The buildings common area fire alarm system should activate notifying the building occupants of the possibility of smoke or fire in the building.

- Remain calm and stay in your apartment. **Do not evacuate if the fire is not inside your apartment.** Await further instructions from the fire department who will contact or come to you if an evacuation is necessary.
- Touch your apartment door with the back of your hand. If the apartment door is **HOT** unlock the door but **DO NOT** open it. Place wet towels at the bottom to block smoke from entering. Open your balcony door or window slightly to allow fresh air to enter. If smoke enters the apartment through the open balcony door or window, close it immediately.

### **WHAT TO DO IF YOU'RE CARBON MONOXIDE DETECTOR ACTIVATES**

- Immediately call 201-943-2600 and 911 and leave your apartment, leaving the door unlocked. Wait in your building lobby or outside for the Fire Department to arrive. Do not return to your apartment for any reason until it has been cleared by the Fire Department.  
**(CARBON MONOXIDE DETECTORS MUST BE REPLACED AS PER MANUFACTURER RECOMENDATION)**

Anyone who can not evacuate their home on their own should be registered with the Edgewater Special Needs Registry Program. You can register for this free program at any of the following:

- <https://www.edgewaternj.org/FormCenter/Fire-Prevention-15/SPECIAL-NEEDS-ASSISTANCE-FORM-73>
- Call Edgewater Fire Prevention at 201-943-1700 Ext 4117

Infants or small children who can not evacuate on their own should enquire about the Fire Department's Tot Finder Program

### **HOW TO BE PREPARED AND HELP PREVENT FIRES**

- NEVER IGNORE THE BUILDING'S COMMON AREA FIRE ALARM SYSTEM OR SMOKE/CARBON MONOXIDE DETECTOR IN YOUR APARTMENT.THESE ARE EARLY WARNING DEVICES.
- (CARBON MONOXIDE DETECTORS MUST BE REPLACED AS PER MANUFACTURER RECOMENDATION)  
TEST YOUR SMOKE /CARBON MONOXIDE DETECTOR ONCE A MONTH
- USE 10 YEAR SEALED BATTERY DETECTORS
- IF YOUR DETECTORS ARE ELECTRICALLY POWERED CHANGE YOUR BATTERY BACK-UP EVERY 6 MONTHS.
- KNOW TWO WAYS OFF YOUR FLOOR AND OUT OF YOUR BUILDING
- DO NOT SMOKE IN BED.USE LARGE ASHTRAYS WHEN SMOKING. NEVER EMPTY AN ASHTRAY INTO THE GARBAGE AFTER EXTINGUISHING SMOKING MATERIALS WITHOUT TOTALLY SOAKING WITH WATER.
- NEVER THROW SMOKING MATERIAL OFF THE BALCONY.
- USE OF GRILLS ON BALCONIES
  - COMBUSTIBLE BALCONIES
    - ELECTRIC GRILLS ONLY
  - NON-COMBUSTIBLE BALCONIES
    - NATURAL GAS GRILLS (INSTALLED WITH PROPER PERMITS)
    - PRE-SOAKED CHARCOAL

(NO PROPANE, ADDITIONAL EXCELLERANT OR LIGHTER FLUID ALLOWED)

- ALWAYS KEEP MATCHES AND LIGHTERS AWAY FROM CHILDREN
- USE CAUTION WHEN COOKING. KEEP CHILDREN AWAY FROM STOVE. NEVER LEAVE COOKING UNATTENDED. POT HANDLES SHOULD NOT HANG OVER FRONT OF STOVE. WHILE COOKING DO NOT WEAR LOOSE FITTING CLOTHES THEY CAN EASILY IGNITE.
- NEVER USE WATER TO EXTINGUISH A GREASE FIRE. USE TYPE ABC FIRE EXTINGUISHER. YOU CAN ALSO SMOTHER THE FIRE WITH BAKING SODA, BY COVERING IT WITH A PAN LID, OR A WET TOWEL.

- **IF YOU DO BURN FOOD CAUSING A SMOKE CONDITION IN YOUR APARTMENT, DO NOT OPEN YOUR APARTMENT DOOR TO LET SMOKE INTO THE HALLWAY. OPEN YOUR WINDOWS INSTEAD.**
- **IF YOUR CLOTHES DO CATCH FIRE REMEMBER TO “STOP, DROP, COVER AND ROLL. THIS WILL EXTINGUISH THE FIRE.**
- **USE ONLY LICENSED ELECTRICIANS TO INSTALL OR REPAIR ELECTRICAL WIRING.**
- **BE SURE THERE ARE ENOUGH ELECTRICAL OUTLETS FOR YOUR ELECTRICAL NEEDS. DO NOT USE MULTI-PLUG ADAPTERS OF ANY KIND.**
- **THE USE OF UL APPROVED EXTENSION CORDS ARE PERMISSABLE FOR TEMPORARY USE ONLY AND NOT MEANT TO BE USED AS PERMANENT ELECTRIC SUPPLY.**
- **NEVER RUN EXTENSION CORDS UNDER CARPETING, DOORS OR FURNITURE.**
- **NEVER LEAVE AN APPLIANCE UNATTENDED WHILE IN USE AND ALWAYS UNPLUG THE APPLIANCE AFTER USE.**
- **IF YOU MUST USE A SPACE HEATER, GIVE IT PLENTY OF SPACE MINIMUM OF 3’ AWAY FROM COMBUSTIBLE MATERIALS SUCH AS FURNITURE, DRAPES, BED COVERINGS, AND NEWSPAPERS. SPACE HEATERS IF USED SHOULD NOT BE PLUGGED INTO ANY TYPE OF EXTENSION CORD. ALL SPACE HEATERS MUST BE TESTED AND LABELED BY AN APPROVED TESTING AGENCY.**
- **THE USE OF KEROSENE HEATERS INSIDE OF BUILDINGS IS PROHIBITED.**
- **NEVER STORE GASOLINE, PROPANE, OR OTHER FLAMMABLE LIQUIDS INSIDE YOUR APARTMENT.**

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