



Keep Your Home Safe



Fire & Emergency reporting procedure

1. To report a fire or call for an ambulance or police emergency call 911 using the house phone.
2. If you use a cell phone on post to call for an emergency call 845-938-3333.
3. When calling in an emergency give your street address, telephone number, and name. Don't hang-up until instructed to do so by the emergency dispatcher.
4. If it's a fire, go to your designated outside meeting place, take a head count of your family members, flag down and direct the emergency vehicle and inform the officer in charge that you are the occupant of the home.
5. Report all fires, even if the fire has been secured.

Emergency Escape Plan

1. Create an emergency escape plan indicating two ways out of every room in your home, also select a meeting place outside close to your home like a light post or fire hydrant.
2. Discuss your escape plan with the members of your family and practice evacuation procedures at least quarterly. During your fire drill activate the smoke detector to familiarize your family members of its sound.

Smoke/Carbon Monoxide Detectors

1. Test your detectors every month.
2. Change the batteries in the smoke detectors every six months.
3. Report any trouble with your smoke detectors to the housing authority whose number is in your emergency procedure guide. Annotate the date and time and the person's name who took your information.
4. If your Carbon Monoxide detectors go off have all occupants leave the home and follow the procedures above for reporting a fire or emergency. Do not delay leaving your home by propping open doors or windows.

Kitchen Safety Tips

1. Never leave your stove unattended.
2. Keep all combustibles away from the stove.
3. Clean grease traps and filters under the hood with hot soapy water as needed.
4. In the event of a stove fire, use a lid to the pan to smother the fire placing the lid onto the pan from front to back using the lid to shield yourself from the flames, turn off the stove and activate 911 to report the fire.

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Open Fire/Barbecue Grills

1. Keep BBQ's 10 feet away from any building.
2. Keep BBQ's off balcony decks when cooking.
3. Quench briquettes with water after use.
4. Turn off the propane gas cylinder after each use.

Candle Use (not Recommended)

1. Use a heavy base / non-tip holder.
2. Keep lighted candles clear from curtains and other combustibles.
3. Keep candles away from the common path of travel.
4. Snuff out all candles when retiring for the night.

Storage of Flammable Liquids

1. Keep Flammable liquids outside of your home.
2. Store flammable liquids in UL approved containers.
3. Keep flammables away from heat sources.
4. Keep Flammable liquids locked in your outside sheds.

Combustible Material

1. Keep combustibles away from any heat sources.
2. Keep exits clear from combustible materials.
3. Keep combustibles clear from light bulbs.

Electrical Appliances

1. Unplug small appliances when they are not being used.
2. Keep lamps clear from curtains or drapes.
3. Extension cords are meant for temporary use and shall not be stapled to walls, run under the carpet, passed under doorways or left out in the normal path of travel.
4. Air conditioners shall be unplugged into a dedicated outlet.