

Dial 911 for an Emergency

When an emergency occurs, use your telephone to call 911. When the telephone call is answered, please be prepared to provide the following information:

- Type of Emergency (*fire, flooding, gas leak, medical problem, etc.*)
- Location of the Emergency
 - Building Name
 - Address of Building
 - QCT – 235 Paca Street
 - JFK-135 North Mechanic Street
 - Apartment Number _____
- Amount of Injuries
- Your name and telephone number

Please remain on the telephone until the 911 dispatcher tells you to hang up.

If at any time you are in immediate danger, please proceed to safety first before calling 911.

If your door to the hallway is hot or you have to stay in your apartment due to smoke or fire in the hallway, call 911 and advise them of your location.

EMERGENCY INFORMATION



For the Residents of

**JOHN F. KENNEDY
APARTMENTS**

And

QUEEN CITY TOWER



What if there is a fire in your apartment or elsewhere in the building?

What if there is some other type of emergency in your building?

Will you know what to do in order to save your life and that of others?

Will you know who to call and what to tell them?

Hopefully you will never be faced with any type of emergency situation but if you do, we want you to be prepared. You're residing in a building that is well constructed and every measure has been taken to ensure that it meets modern fire codes and offers reasonable protection against such an occurrence.

However, emergencies do sometimes occur and you will be better prepared to deal with these emergencies if you take a few minutes to read the following information.

It may save your life!

Medical Emergencies

In the event you should experience a medical emergency requiring an ambulance, dial 911, unlock your apartment door and remain calm and in a position of comfort. It is important to have a list of your medications and allergies prepared ahead of time and on hand for the ambulance crew.



CUMBERLAND HOUSING

Unlocking the Doors for Your Future

This Emergency Procedure pamphlet is produced by the Housing Authority of the City of Cumberland and provided to all residents at the time of occupancy for their review.

If you have any questions or need further clarification please contact the development office, the Property Manager or the Central Office of the Housing Authority of the City of Cumberland.

Produced February 2011

Fire Prevention Tips

- Never use kerosene heaters (not permitted)
- Avoid electrical outlet overloading
- Avoid using multi outlet plugs
- Avoid using extension cords and **NEVER** run them under rugs where they can be walked on
- Never empty ashtrays or deposit smoking materials into wastebaskets
- Observe sensible smoking habits
- Never smoke in bed
- Never use a portable gas or charcoal grill inside the building
- Do not disconnect smoke detectors
- Store flammable materials away from heat sources like stoves, candles, portable heaters
- Before going to bed or leaving your apartment, turn off appliances and make sure cigarettes are extinguished.
- Do not leave the kitchen with the stove on
- Do not use the oven to heat your apartment
- Avoid using candles or other open flame devices

If you cannot leave your apartment because of smoke or fire in the hallway:

- Put wet towels at the bottom of your door to keep smoke out
- Open the window for fresh air if needed
- Hang a sheet, tablecloth or towel out the window to let the fire department know you are still in your apartment.

If you must remain in your apartment during a fire or other emergency, remain calm and wait for the fire department to assist you.

If you are caught in smoke or heat, stay low to the ground. You will be able to see and breathe better down low. Take short breaths through your nose. If available, place a wet cloth over your mouth and nose and breathe through that.

If you must evacuate your apartment, do so in an orderly manner. **Do not panic - Keep Calm - Walk do not run.** Stay in a single file on the stairs as fire department personnel may be coming up the same stairway. Once you have exited the building, proceed across the street from the building's main entrance and remain with other residents.

Important Telephone Numbers

Fire or Medical Emergency

911

Cumberland City Police

301-777-1600

Cumberland Housing Security

301-724-2764



Spousal Abuse

301-777-1600

Child Abuse

301-784-7000

This emergency manual establishes the methods and procedures to be used in the event of emergency situations at individual developments under the jurisdiction of the Housing Authority of the City of Cumberland.

The information contained in this pamphlet should be used in the event of a fire, flood, or other emergency which occurs within your apartment or the building in which your apartment is located.

While the information in this pamphlet pertains mostly to a fire related emergency, the same procedures and responsibilities will apply to other emergencies as well.

John F. Kennedy Apartments and Queen City Tower are equipped with modern up to date fire prevention and alarm systems which are routinely tested by our staff and an outside testing firm to ensure that they are working properly.

These buildings are equipped with a sprinkler system and smoke alarms which are located in all common areas, elevators, mechanical areas as well as in the kitchens, bedrooms and living rooms of each apartment.

Fire Alarm pull stations are located on each floor of the building and when activated, will transmit the alarm directly to the 911 Communications Center.

Building Evacuation Procedures



If you are in a public area when the alarm goes off, do not go back to your apartment. Leave the building by the nearest exit.

During a building evacuation, each resident is responsible for their valuables and locking the door to their apartment. Keep your door key where it is easily found and remember to take it with you in case the exit is blocked and you have to return to your apartment to wait for help.

Hats, coats and valuables must be disregarded in the event of an actual emergency. Time is very important and the evacuation must be completed as soon as possible.

Turn off the stove burners or oven if it is in use at the time of the emergency.

Before opening any door that's leads to the hallway, feel it to see if it is hot. If the door is hot, do not open it. If it isn't hot, open the door slowly and if conditions allow, proceed to the nearest stairway exit.

Remember to assist those who need assistance in exiting the building

Extinguishment of Kitchen Fires

The proper and safest way to extinguish a fire which occurs in a frying pan, cook pot or a boiler pan is to put a cover over it.

Turn off the burner or oven.

Do not attempt to move the pan or pot as this could result in getting burnt or spreading the fire.



Do not throw water on the fire. This will only flare up the fire and spread it to adjoining areas.

Cover the container with a lid, cutting board, another pan, etc. in an attempt to smother the fire. A small area rug can also be used. Do not beat at the flame or uncover the fire once covered.

What If You Catch on Fire

If the fire gets on you, wrap up in a blanket, sheet, rug, etc., drop to the ground and roll.

Do not run as this will only fan the flames and make it worse.

STOP, DROP and ROLL!

Have a Fire Safety Escape Plan

It is vitally important to make and practice escape plans. In the event of a fire, remember time is the biggest enemy. **Every Second Counts!**

Involve the assistance of a building manager, employee, family member or entrusted friend when designing and practicing your fire escape plan.

Residents who are able to escape the building should gather on the sidewalk across the street from the main entrance to the building and stay together so that the fire department can account for those who have exited the building.

Know all of your building exits and where fire extinguishers are located

If you would like to know how to properly use a fire extinguisher, please contact our Maintenance Department or your Property Manager to request a demonstration.



Fire Safety Video

At least once each year, residents will be shown a fire safety video on fire safety procedures to be used in an emergency.

The Fire Safety Video has been provided by the Cumberland Fire Department and has been recommended as a beneficial alternative to yearly fire drills.

Notice of the date and time for viewing of the video will appear in the monthly newsletter published by the Housing Authority and by notices to the individual residents.

The Fire Safety video is available for viewing at any time for new residents, those unable to make the scheduled viewing or for anyone wanting a review. Please see your building manager.

Renter's Insurance

Your personal belongings will not be protected against loss or damage while residing in this building. An informational pamphlet has been provided to you with information on Renter's Insurance. All Residents are strongly encouraged to obtain Renter's Insurance.