

RESIDENTS GUIDE: FIRE AND EMERGENCY SAFETY RESPONSE PLAN



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County Executive

MARCH 2020

Housing  **Authority**
of Prince George's County

Yolanda L. Hawkins –Bautista, Chair
Housing Authority Board of Commissioners

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Please note that you can ask for a reasonable accommodation to use HAPGC housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301) 883-5576 or email dhcd-504@co.pg.md.us for assistance.



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FIRE AND EMERGENCY SAFETY RESPONSE PLAN

V. RESIDENTS GUIDE: FIRE AND EMERGENCY SAFETY RESPONSE PLAN

This guide is provided as a resource to aid you and your family in the important role you play in assisting the Authority in ensuring safety in the public housing communities. Please familiarize yourself with this guide and keep it in a place with your lease and other important papers.

Thank you for your cooperation in helping us keep our communities safe for you and your family. Please see your property manager if you have questions regarding this document.

Finally, while it is our hope that the need will not occur, it is strongly recommended that you consider the option of obtaining renters insurance should the need arise.

Safety and Evacuation Procedures

The following procedures have been developed to ensure an orderly, thorough, and expedient evacuation of your residence. These Procedures will be part of resident evacuation during a fire or any other situation that requires a quick exit from the building. When available, supplemental Tip Sheets provided by the Prince George's County Fire Department will also be included as part of resident training and awareness.

Procedures for Occupants in Case of Fire

- Stay calm
- Dial 911
- Follow appropriate emergency response procedures
- Make an accounting for all residents

Fire Facts

Fire grows very quickly. Once a fire begins to flame, it can double in size every 30 to 60 seconds. At this rate, a room can be fully inflamed in minutes.

Fire is hot at ceiling level and can reach excesses of 1200 degrees Fahrenheit. At just 5 feet it can be 800 degrees. At this temperature, the superheated air will burn your lungs.

Fire is unpredictable and each is unique. Some may smolder for hours filling a room with smoke. Others will burn at exceedingly high temperatures, consuming everything with flames. Fires can be frightening.

In addition to the intense heat, the fire alarm is very loud, water may be pouring out of sprinkler heads in some areas, smoke may make your eyes water, and you may be coughing. A fire can spread quickly between adjoining apartments or between floors. Most apartments only have one way out.



FIRE AND EMERGENCY SAFETY RESPONSE PLAN

Fire prevention, early notification of danger and evacuation planning can mean the difference between life and death. This guide is intended to prepare for situations that may arise and ensure a carefully planned response to meet unforeseen conditions. Escape from a fire must be quick, orderly and familiar to all who may be affected. Recognizing that fact, the following information is designed to help protect lives as part of the Resident Fire and Emergency Safety Response Plan.

Procedures If Occupants Smell Smoke

1. Confine the fire by closing doors and limiting the material it can involve.
2. Initiate the Fire Alarm by pulling the Fire Alarm station nearest you.
3. Call 911, give building address, location of the fire and state what is burning (if known). Begin evacuation under the instruction provided to you.
4. **NEVER USE AN ELEVATOR DURING A FIRE EMERGENCY.** Smoke could enter the elevator shaft and asphyxiate occupants. Also, elevators could be “called” to the fire floor by heat or fire activating the call button.
5. Feel the door that leads to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you have become trapped, keep the door closed and seal off any cracks.
6. Use a phone to call the Fire Department by dialing 911 or if the door feels cool, open cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, proceed with the approved safety evacuation plan.
7. If caught in smoke or heat, stay low where the air is cleaner. Take short breaths through your nose until reaching an area of refuge.
8. Smoking is absolutely prohibited during a fire emergency or drill.



Procedures If an Evacuation Alarm Sounds

Every alarm must be treated as a fire emergency. If you hear the fire alarm, take these steps to ensure a safe evacuation of the building:

1. Proceed to evacuate the building under instructions provided in fire training.
2. Don't rush out into the hallway. Feel the door, if it is hot stay in your apartment.

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

3. If you can, leave your apartment as quickly as possible, pull the fire alarm on your way out. Close the door(s) to the room containing fire. Closing the door(s) will help control the spread of smoke and fire.
4. If your escape route has smoke, crawl low under the smoke. Stay close to the floor where the air is less toxic, and the visibility is better.
5. **NEVER** use an elevator in a fire. Go directly outside.
6. Once you are outside, go to the designated Assembly Point based on your assignment plan.
7. Remember to call **911** from a safe location.
8. Do not go back inside until the fire department has told you it is okay to do so (if you think someone is still trapped inside, stay outside so you don't become an additional victim, and so that you can tell the firefighters exactly where to search).

IF THERE IS NO SAFE WAY OUT OR YOU ARE UNABLE TO LEAVE THE BUILDING MOVE AWAY FROM THE FIRE, AS FAR AS POSSIBLE.

1. Put as many doors/rooms as you can between you and the fire. Seal all vents and cracks around doors with wet towels, sheets or clothing.
2. If no smoke is coming into the room you are in, open a window slightly for fresh air, but not a lot because that may feed the flames.
3. Call the **911** dispatcher to explain exactly where you are.
4. Let the firefighters know you're trapped by waving a bright (white or yellow) cloth in the window or by using a flashlight at night.

Resident Fire Safety and Prevention Policies

Develop and Practice a Home Fire Escape Plan

Talk about what your family would do in case of a fire. Learn the layout of your unit and review the **Assembly Point** plan that you have been given based on your building. Review the plan with each member of your household and practice your escape drill at least twice a year.

Instructions to Residents for Building Evacuation

Residents living in all properties will report to their marked Assembly Area away from the buildings as identified in instructions given by staff. All assembly should be away from buildings so as not to interfere with Fire and/or Police personnel.

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

Smoking

Smoking is *Prohibited* in all Housing Authority's buildings and on the grounds at least 50 feet from the building structure. Review THE attached fire escape route specific to your location.



Fire and Children

Children are fascinated by fire and matches. Fire “fascination” is more prevalent in boys than girls and is marked by an interest in smoke and flames. Parents are especially encouraged not to let children play with matches or light the stove. As part of resident training and awareness, the Fire/EMS Risk Prevention Officer, under a program called “Matchless Opportunities,” will assist parents in dealing with any situation where children are playing with matches.

Evacuation

Do NOT try to fight the fire before the fire department has been called.

Learn the Name, Address and Key Telephone Numbers

As soon as a call to 911 is answered, the name, telephone number and address of the location from which you are calling will be displayed on a computer screen at the 911 center. However, the dispatcher will want to know additional information such as the exact location of the fire, the cause of the fire, whether anyone is trapped, and some other details. Also, if you have evacuated the building and are calling from another location or cell phone, the dispatcher will not have the correct address unless you provide it. Please do nothing until the dispatcher tells you to do so.

Learn the Fire Evacuation Plan

Go directly to the designated **Assembly Point** place for your property. See **attachment #1** for designated meeting place of each property and instructions on how to get out of the unit and building.

Keep Doors Shut

Fire doors (doors to stairwells, trash rooms, and doors separating one area from another) prevent the spread of fire and smoke; doors that are shut may help to smother a fire.

Learn the Location of Every Stairway. DO NOT USE ELEVATORS

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

Use the stairways to exit the building. The fire department may use heavy duty fans to pressurize the stairs to keep them clear of smoke. Do **NOT** use the elevators as they may open on a floor with the fire. Also, loss of electrical power may cause you to become trapped on an elevator.

Learn the Location of Every Exit in the Building

In an emergency, you may need to go through areas that are not familiar to you. The hallways may be dark and full of smoke. Count and learn the number of doors between your apartment and the exit to help you find your way. Know where every door is and learn to open the windows. You should know multiple ways out of every area.



Keep Exits Clear

If you see an obstacle (trash can, chair, etc.) in the way of an exit, move it as you may have to crawl out through that doorway in the dark.

Review the Plan

Review the plan with each member of your household and practice your escape drill at least twice a year.

MANAGEMENT CONSULTATION WITH PERSONS WITH DISABILITIES



In implementing the Fire and Emergency Safety Response Program, staff will confer with and actively involve residents with disabilities/special needs, to ensure that you get a chance to be actively involved in a process that affects you and your safety. Further, we are interested in recommendations you may have regarding your own safety during emergencies. We strongly recommend that persons with disabilities complete a Prince George's County Fire Department/ Emergency Medical Project Identification form to ensure protection in an emergency. Registering with Fire/EMS will ensure that your special needs are considered. When emergency services are summoned to a property, the Special Response Team will directly report to all resident enrollees in the

Project Identification data base.

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

FLOOR CAPTAINS AND ALTERNATES

Working with the Resident Councils and the Residents Advisory Board (RAB), each site will be asked to designate/elect a roster of Floor Captains and alternates for each floor and/or section of a property. These persons or their alternates must be familiar with the building/site evacuation plan, floor layouts, the location of fire equipment and the location of designated **Assembly Points**. The Fire Department Risk Prevention Officer will provide training and orientation to residents and staff in effectively implementing the Floor Captain System Safety Emergency Response Plan.



Designated Assembly Points are clearly marked at each development. Once outside, Floor Captains will direct residents to their assembly point, encouraging them to congregate with those from their floor and/or section and make certain that they stay at least 50 feet away from the building. Further, they will check the roster of those assigned to their assembly point to ensure that all residents or as many as can be accounted for have evacuated safely. If it is suspected that an unaccounted for resident may still be in the building, it should immediately be reported to the team leader or Emergency Personnel. **Under no circumstances should the Floor Captain make any effort to return to the building to look for anyone.**

The HAPGC is responsible for providing a safe residential environment, so please review your evacuation plans by identifying your primary and secondary Exits and Assembly Areas for floors. Reviewing this information before an incident is critical to ensure the safety of the residential community.

I. General Procedures for Floor Captains and Alternatives

The following are general procedures which apply to all Floor Captains and Assistant Floor Captains:

1. Be aware of all occupants on the floor in all matters pertaining to exit, be responsible for the observance of rules and regulations and report infractions to your site manager.
2. Ensure that designated exits are used during an alarm (generally, the closest exit). Assistant Floor Captains, if necessary, will supervise exit areas.
3. See that the evacuation from rooms and exiting into stairways is orderly without crowding and at a uniform speed. Extra caution should be taken to prevent stumbling, trampling or conditions which would impede safe evacuation.



FIRE AND EMERGENCY SAFETY RESPONSE PLAN

4. Make sure all occupants report to assigned assembly points outside and away from the building as directed. The designated assembly place has been established to aid in the process of accounting for residents in the building to ensure that no one has been left behind. Once you are safely out, please do not go back in a burning building for any reason, especially to look for residents who you think may not have made it out. Report that incident to emergency personnel when they come on site. You may check another assembly point to see if the resident is there if doing so does not contribute to what is sure to be some confusion in such an emergency.

While fire is the most expected emergency, other situations may arise that will require an organized well executed response.

II. Duties of the Floor Captains and Alternates

Floor Captains will also be responsible for reporting any injured or trapped persons to the building personnel stationed at the **Assembly Point**. They will report this information to the first fire fighter on the scene.

III. Duties of the Assistant Floor Captain

The Assistant Floor Captain is responsible to the Floor Captain to see that all residents arrive at their designated assembly points.

OTHER EMERGENCY SITUATIONS

I. Medical Emergency

If person has a medical problem:

1. Call the Fire Department Emergency Medical Technicians at 911.
2. Inform the Property Management Office so that emergency crews can be directed to your area.

II. Civil Disturbance

We rely on the police and emergency management authorities to advise us of protective actions that will be taken during a local civil disturbance in or around the premises. In an emergency, listen to your radio for instructions.

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

III. Power Failure

In the event of a power failure, please follow these procedures:

1. Open window blinds to let in outside light.
2. If you are instructed to evacuate, lock all areas.
3. Do not congregate in lobby areas or in the street.
4. If you are so instructed, go to your designated assembly point area and remain with your group.
5. Return to the building when instructed by the proper authority.
6. If you are trapped in an elevator during a power failure wait for assistance. Your elevator will cease operation but **WILL NOT FALL**. Do not force open the doors or try to escape through the roof hatch. **DO NOT PANIC**.



SEVERE WEATHER

In general, there are three (3) types of severe weather conditions which may occur and for which extraordinary precaution should be taken: severe thunderstorms, tornadoes, and hurricanes.

▪ Severe Thunderstorms

The local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity via local radio and television stations.

- The appropriate announcements will be made to alert all Floor Captains and/or notices will be posted in the main lobby.
- The Property Management Staff will advise all individuals in the building of the warning.
- The appropriate announcements will be made when the alert period has been terminated.



▪ Tornadoes

A tornado is an extreme weather condition which is declared by an alert by the National Weather Service confirming a sighting and location but generally do not occur in our geographic area. For the sake of inclusion of possible emergencies, they are covered in this plan. The weather service will

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

announce the approximate time of the detection and direction of movement. Wind speed may be up to 75 mph or greater and will require rapid response. A public warning will come over the radio or TV, or there will be five-minute steady blasts of sirens by the Municipal Defense Warning System.

- Get away from the perimeter of the building and exterior glass.
- Leave your exterior door(s) closed.
- Go to the center of the apartment or corridor, sit down, and protect yourself by putting your head up as close to your lap as possible, or kneel protecting your head.
- Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATOR!**
- **DO NOT** go to the lobby or outside the building.

Regardless of where you may be trapped:

- Seek protection under a table, bed, or desk.
- Assuming there is power, keep your radio or television set turned to a local station information.
- **KEEP CALM**

▪ Hurricanes

When a flood or hurricane warning and evacuation order has been given by the National Weather Service, the Property Management Office will notify all Floor Captains of the orderly evacuation procedures and close the buildings. Notification of tenants shall be provided to Floor Captains and notices will be posted in lobbies/hallways.

The biggest threat from a hurricane is broken glass and water entering through it. Most offices and high-rise buildings should have little to worry about in case of flooding.

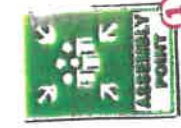


FIRE AND EMERGENCY SAFETY RESPONSE PLAN

Finally, while we hope that it does not become necessary to activate this plan, sound management practices dictate that we prepare daily operations, staff, equipment and most importantly you to be able to safely respond should the need arise. Closing out the document are emergency telephone numbers, fire escape routes with instructions for designated location of Assembly Points for each of the properties and a listing of Fire Department Tip sheets that form the bases for the Residents Guide: Fire and Emergency Safety Response Plan.

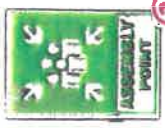


PROPERTY
DESIGNATED
ASSEMBLY
POINTS

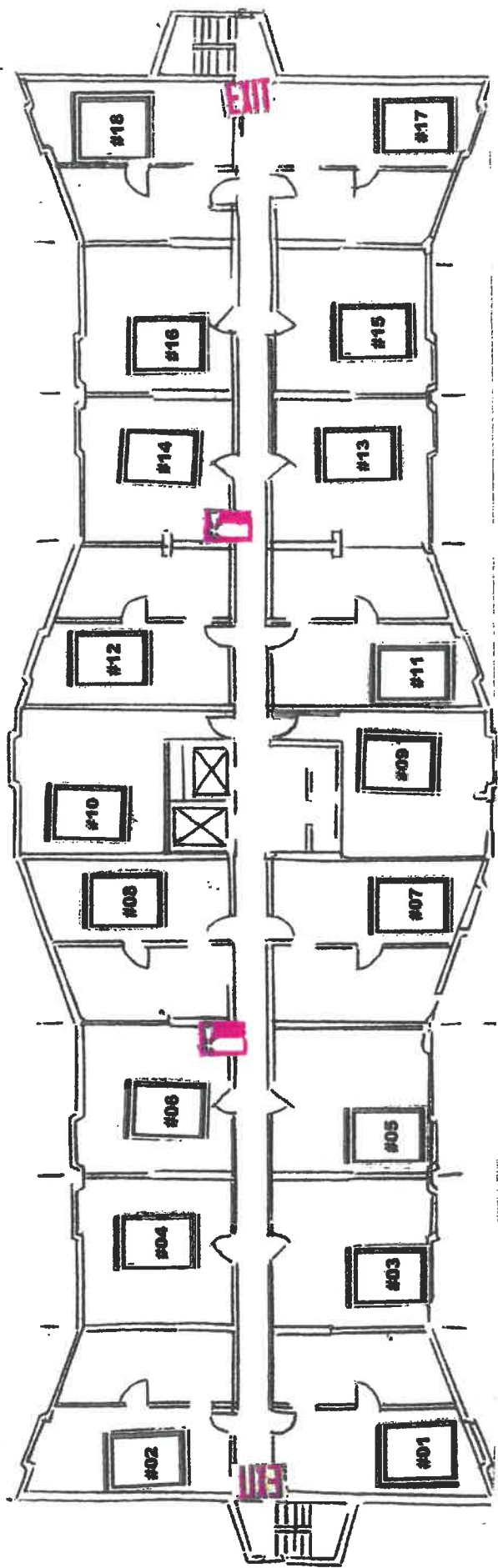


Community Room / Trash Enclosure

Owens Road Floor Plan Fire Escape Routes



Driveway Entrance / Exit



Fire Escape Routes for Residents of Owens Road are as follows:

First Floor

Residents on the first floor with dwelling unit numbers **101, 102, 103, 104, 105, 106, 107, and 108** should EXIT through fire escape doors located in the stairwell adjacent to the community room entrance. EXIT through the fire escape doors and proceed right into the visitors parking lot located closest to trash enclosure and generator. Gather at Assembly Point **1**.

Residents on the first floor with unit numbers **112, 113, 114, 115, 116, 117, and 118** should EXIT through fire escape doors closest to the property's driveway entrance and main area of Resident parking. Meet at Assembly Point **2**.

Upper Floors (2-7)

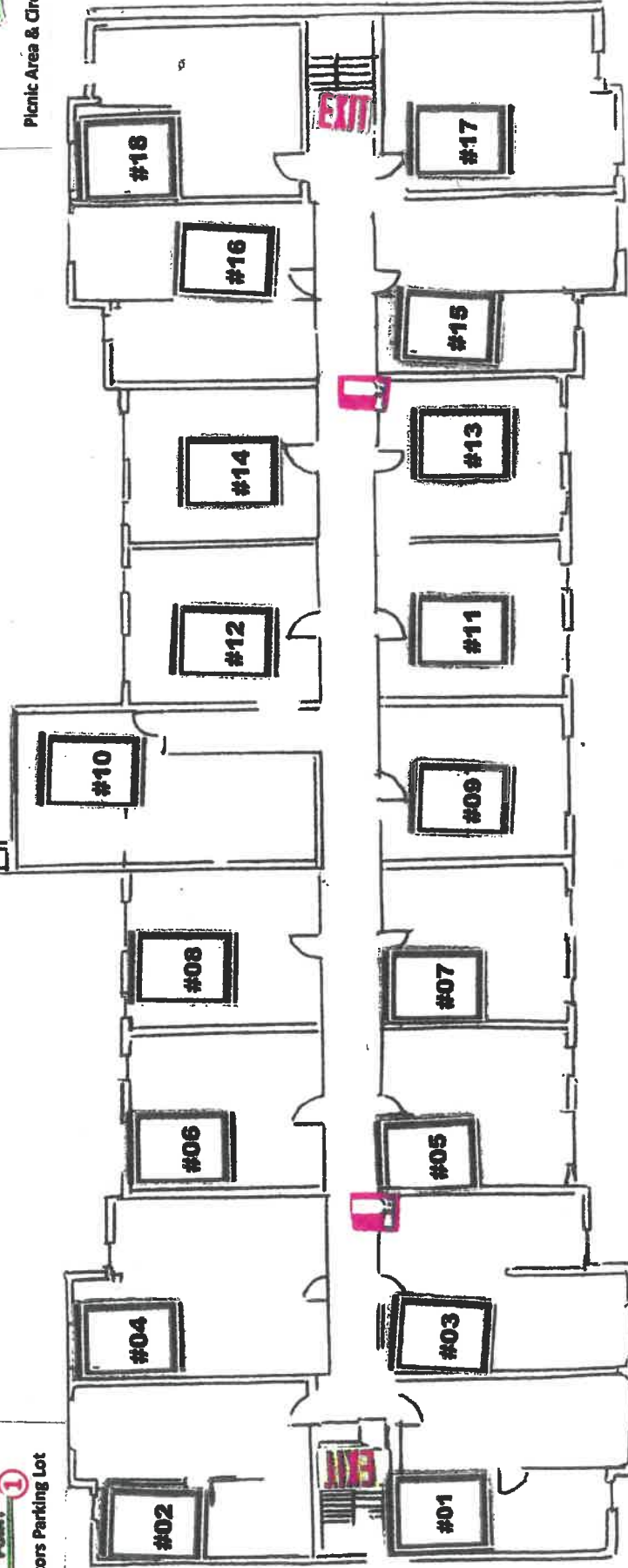
Residents on all upper floors with unit numbers ending in **01, 02, 03, 04, 05, 06, 07, & 08** should proceed to the closest stairway and fire doors located just over the community room side of the building. Continue to first floor level. Once outside, proceed to designated Assembly Point **1**.

Residents on upper floors with unit numbers ending in **09, 10, 11, 12, 13, 14, 15, 16, 17 & 18** should EXIT through stairwells and fire escape doors closest to the property's driveway entrance and main area of Resident parking. Once outside, go to designated Assembly Point **2**.



Visitors Parking Lot

Cottage City Towers Floor Plan Fire Escape Routes



Plenic Area & Circular Driveway



Fire Escape Routes for Residents of Cottage City Towers are as follows:

First Floor

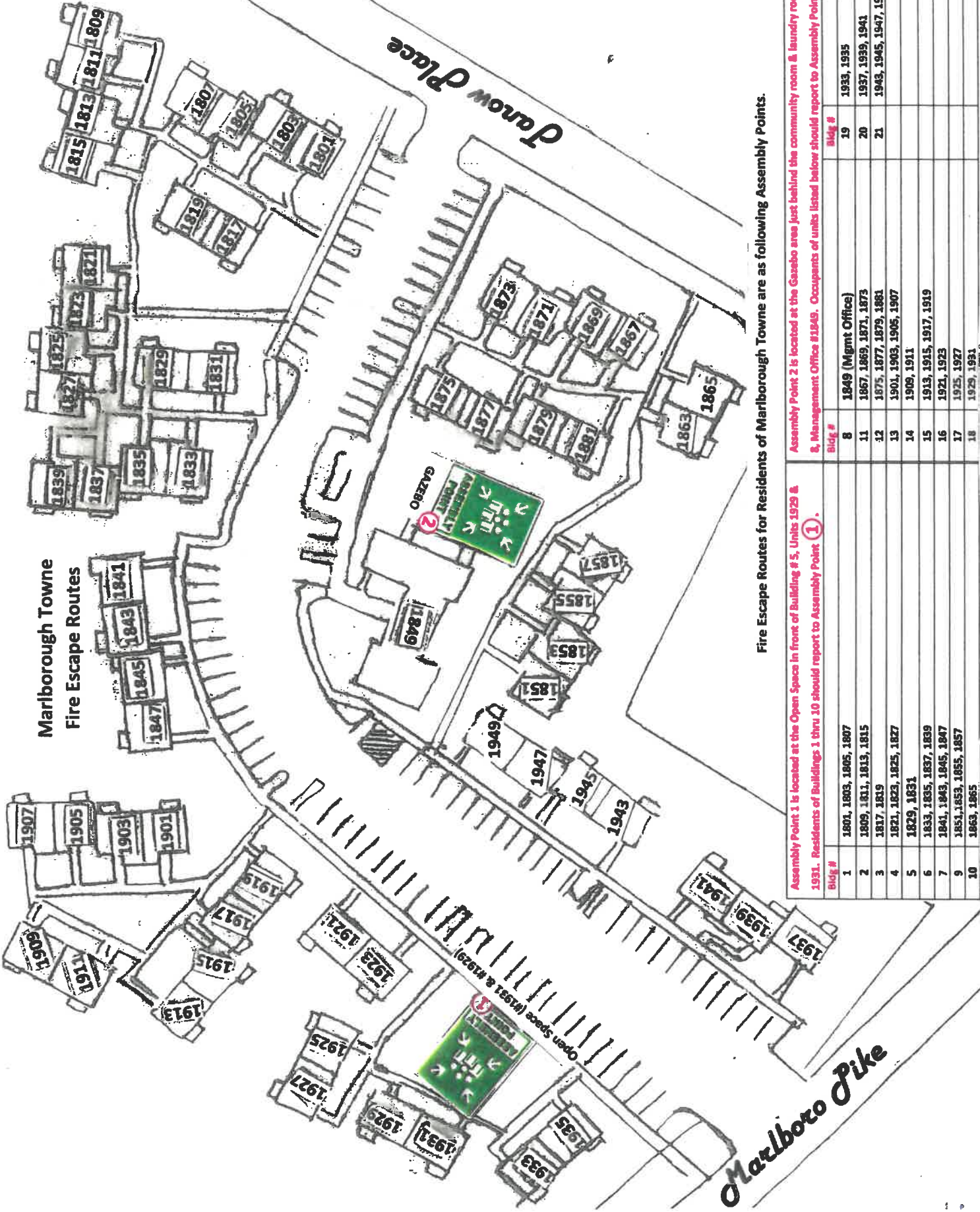
Residents on the first floor with dwelling unit numbers **101, 102, 103, 104, and 106** should EXIT through fire escape doors located in the stairwell closest to the community room and kitchen. EXIT through the fire escape doors and proceed to the visitors parking lot. Gather at Assembly Point **1**.

Residents on the first floor with unit numbers **112, 113, 114, 115, 116, 117, and 118** should EXIT through fire escape doors closest to the circled driveway and nearest to the picnic area. Meet at Assembly Point **2**.

Upper Floors (2-7)

Residents on all upper floors with unit numbers ending in **01, 02, 03, 04, 05, 06, 07, & 08** should proceed to the closest stairway and fire doors located on the end of the building looking onto the visitors parking lot. Continue to first floor level closest to the community room and kitchen. Once outside, proceed to designated Assembly Point **1**.

Residents on upper floors with unit numbers ending in **09, 10, 11, 12, 13, 14, 15, 16, 17 & 18** should EXIT through stairwells and fire escape doors closest to the circled driveway and nearest to the picnic area. Meet at Assembly Point **2**.



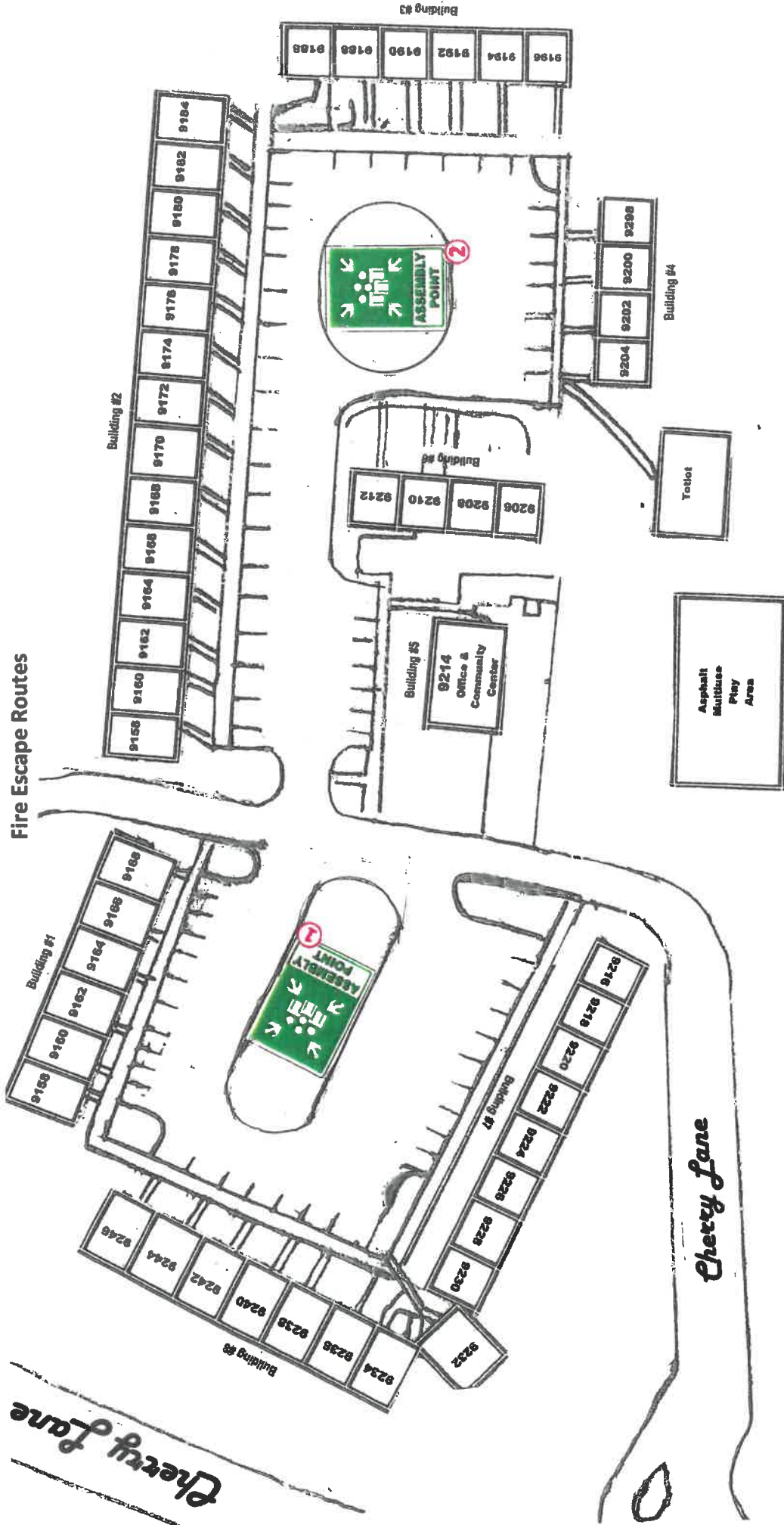
**Marlborough Towne
Fire Escape Routes**

Fire Escape Routes for Residents of Marlborough Towne are as following Assembly Points.

Blgd #	Blgd #
1 1801, 1803, 1805, 1807	8 1849 (Mgmt Office)
2 1809, 1811, 1813, 1815	11 1867, 1869, 1871, 1873
3 1817, 1819	12 1875, 1877, 1879, 1881
4 1821, 1823, 1825, 1827	13 1901, 1903, 1905, 1907
5 1829, 1831	14 1909, 1911
6 1833, 1835, 1837, 1839	15 1913, 1915, 1917, 1919
7 1841, 1843, 1845, 1847	16 1921, 1923
9 1851, 1853, 1855, 1857	17 1925, 1927
10 1863, 1865	18 1929, 1931
	19 1933, 1935
	20 1937, 1939, 1941
	21 1943, 1945, 1947, 1949

Assembly Point 1 is located at the Open Space in front of Building # 5, Units 1929 & 1931. Residents of Buildings 1 thru 10 should report to Assembly Point (1).
 Assembly Point 2 is located at the Gazebo area just behind the community room & laundry room of Building # 8, Management Office #1849. Occupants of units listed below should report to Assembly Point (2).

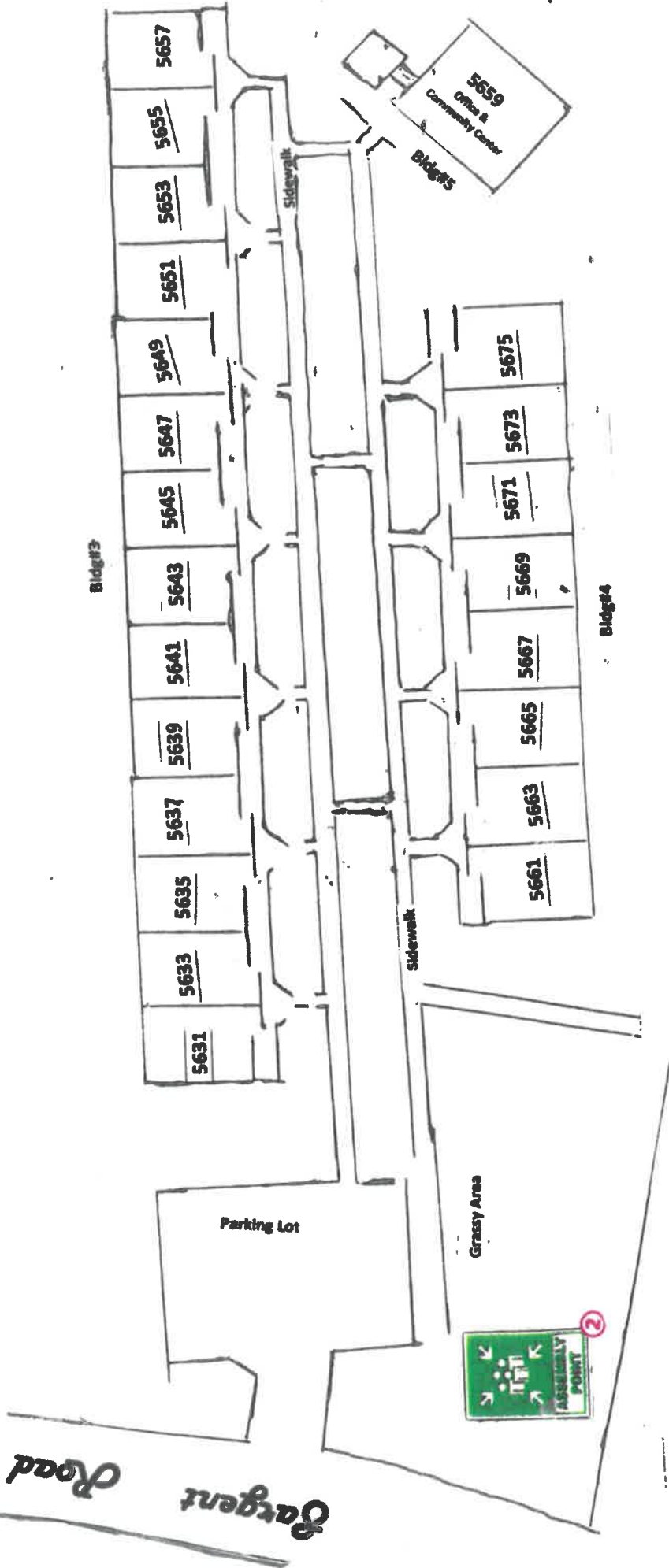
**Kimberly Gardens
Fire Escape Routes**



Fire Escape Routes for Residents of Kimberly Gardens are as follows:

Assembly Point 1 is located at the median/driveway island between Building #1 and Building #8, Residents of units listed below should report to Assembly Point 1.		Assembly Point 2 is located at the median/driveway island between Building #2 and Building #4. Residents of units listed below should report to Assembly Point 2.	
Bldg #	Units	Bldg #	Units
01	9146, 9148, 9150, 9152, 9154, 9156	05	9214 (Office and Community Center)
07	9216, 9218, 9220, 9222, 9224, 9226, 9228, 9230, 9232	02	9158, 9160, 9162, 9164, 9166, 9168, 9170, 9172, 9174, 9176, 9178, 9180, 9182, 9184
08	9234, 9236, 9238, 9240, 9242, 9244, 9246	03	9186, 9188, 9190, 9192, 9194, 9196
		04	9298, 9200, 9202, 9204
		06	9206, 9208, 9210, 9212

**Rollingcrest Village
Sargent Road
Fire Escape Routes**



Sargent Road Shopping Center

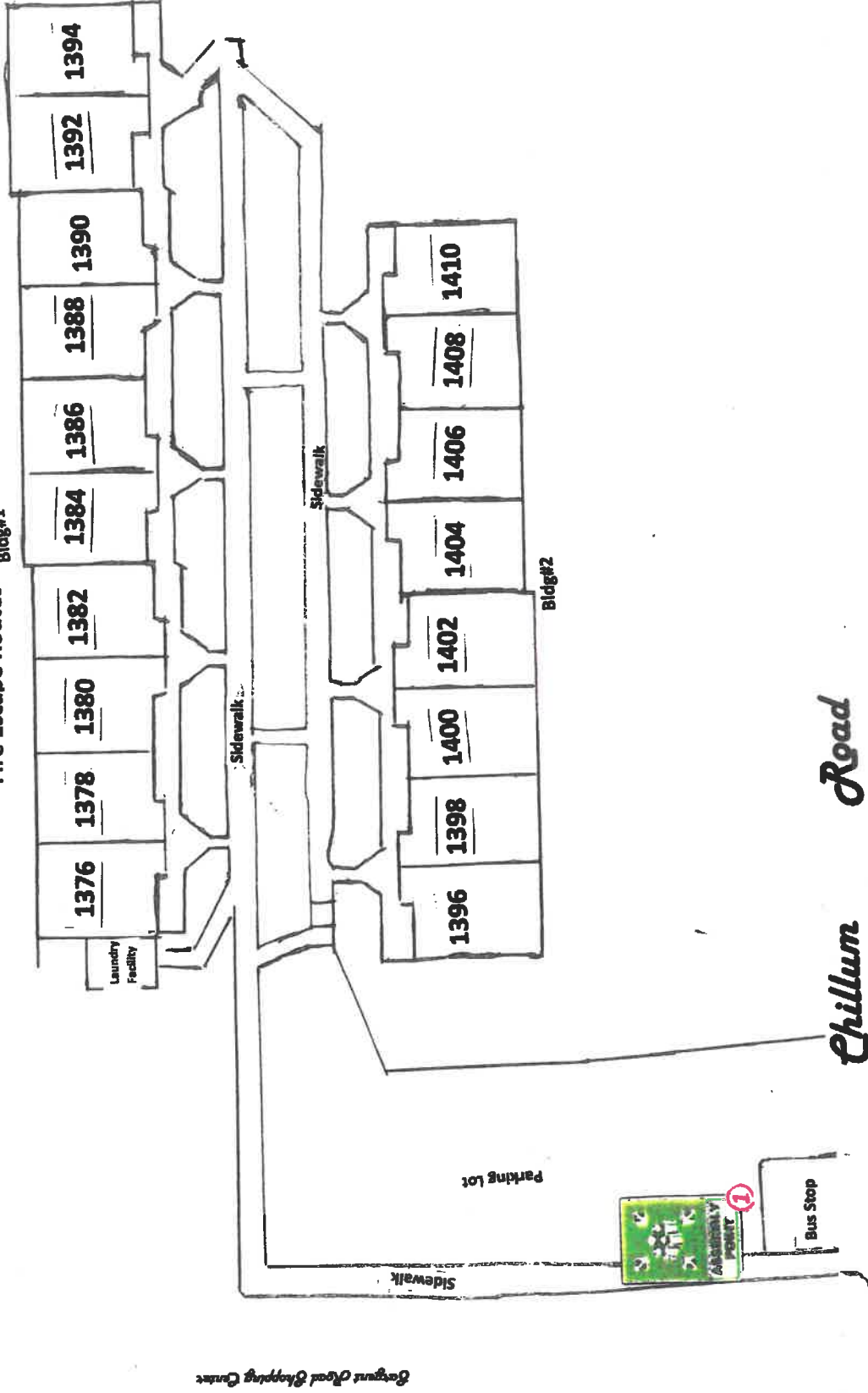
Fire Escape Routes for Residents of Rollingcrest Village, Sargent Road are as follows:

Bldg #	Bldg #
3	5631, 5633, 5635, 5637, 5639, 5641, 5643, 5645, 5647, 5649, 5651, 5653, 5657
	5661, 5663, 5665, 5667, 5669, 5671, 5673, 5675
	5659 (Office and Community Center)

Assembly Point 2 is located across from the parking lot in the grassy area, near the Sargent Road driveway entrance. Residents of units listed below should report to Assembly Point 2.

Rollingcrest Village
Chillum Road

Fire Escape Routes Bldg#1

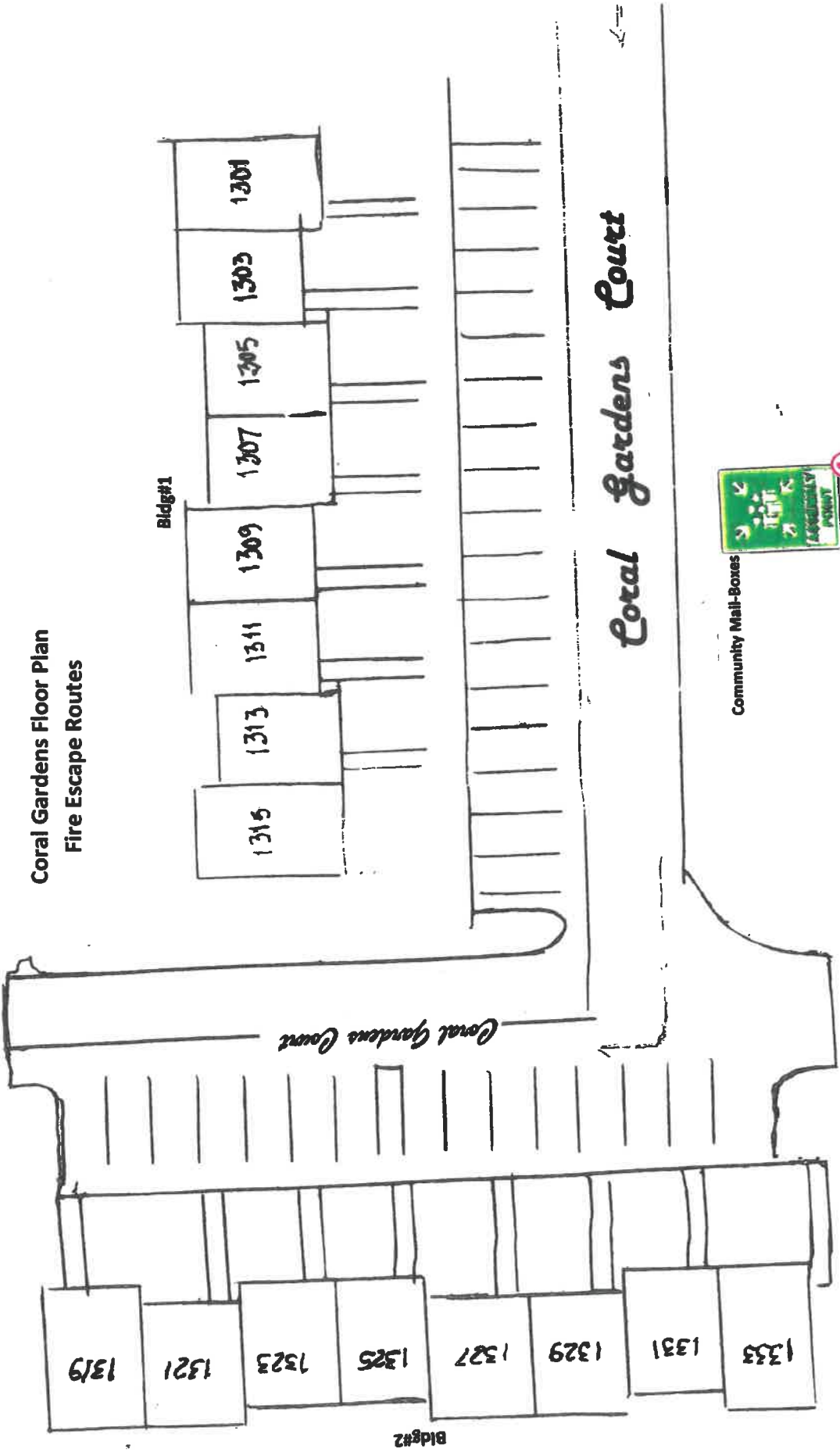


Fire Escape Routes for Residents of Rollingcrest Village, Chillum Road are as follows:

Assembly Point 1 is located at the sidewalk just beyond the parking lot. Because of the small assembly area, some Residents may have to assemble at the bus stop or onto the driveway in back of the Sargent Road Shopping Center. Residents of units listed below should report to Assembly Point 1.

Bldg #	Bldg #
1	1376, 1378, 1380, 1382, 1384, 1386, 1388, 1390, 1392, 1394
2	1396, 1398, 1400, 1402, 1404, 1406, 1408, 1410

**Coral Gardens Floor Plan
Fire Escape Routes**



Fire Escape Routes for Residents of Coral Gardens are as follows:

Assembly Point 1 is located across from the parking lot in the grassy area; near the community mail-boxes. There is only one Assembly Point for this community. Residents of units listed below should report to Assembly Point 1.

Bldg #	Bldg #
1	2
1301, 1303, 1305, 1307, 1309, 1311, 1313, 1315	1317, 1321, 1323, 1325, 1327, 1329, 1331, 1333

FIRE AND EMERGENCY SAFETY RESPONSE PLAN

EMERGENCY CONTACTS

Fire/Emergency Medical Services (EAS)	
Police	911
Fire	911
Ambulance	911
Emergency On-Call Services (After Normal Business Hours 5:00 p.m. thru 6:00 a.m., weekends and holidays)	1-800-274-2396
Utility Services	
PEPCO	(202) 833-7500
Washington Gas	(703) 750-1400
Baltimore Gas & Electric (BG&E)	1-800-685-0123
Washington Sanitary	(301) 206-4002
Verizon	1-800-275-2355
Property Management Contacts	
1100 OWENS ROAD and GLASSMANOR	(301) 839-9311
COTTAGE CITY TOWERS	(301) 927-3033
MARLBOROUGH TOWNE and CORAL GARDENS COURT	(301) 568-1687
KIMBERLY GARDENS and ROLLINGCREST VILLAGE	(301) 490-2488

Smoke Free Housing Policy - Smoke-Free Lease Addendum **of the Housing Authority of Prince George's County**

1. **Smoke Free Policy Statement:** Smoking is not permitted anywhere inside any property owned or managed by the Housing Authority of Prince George's County or any entity in which HAPGC has a partnership or ownership interest (HAPGC Properties). Anyone smoking inside HAPGC property, and/or leaning out a window to smoke, will be deemed in violation of this policy.
2. **"Smoking Defined":** "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, electronic nicotine delivery system or "vaporized nicotine" product (electronic cigarette), pipe, hookah, or any form of lighted object or device that contains tobacco and/or marijuana, including but not limited to medical marijuana.
3. **"Effective Date of Policy":** This policy is effective on April 2, 2018 for all residents, their guests, and all employees, contractors, business invitees who provide services to any HAPGC Properties. The HAPGC shall enforce this policy in accordance with the following timetable:
 - a. For all property owned or managed by the HAPGC or one of its affiliates that is opened for occupancy after April 2, 2018, the enforcement provisions of this policy shall be effective immediately upon opening for occupancy
4. **Enforcement Provisions:** Failure of any resident and/or his/her guests or visitors to follow the smoke-free policy will constitute a serious and material lease violation and will subject the Tenant to a termination of his/her lease. Before HAPGC commences any eviction proceeding under this policy, the Authority shall first issue warnings, as follows:
 - a. 1st violation – the tenant shall receive a verbal warning, which shall be documented in the tenant's file, and cessation materials shall be distributed to the tenant;
 - b. 2nd violation – the tenant shall receive a written warning and a referral to the Resident Services Coordinator.
 - c. 3rd violation – the tenant shall receive a termination notice as provided for in HAPGC's lease.
5. **Signs:** HAPGC has posted "No Smoking" signs outside and inside of all HAPGC buildings. Residents will be responsible for informing their guests and visitors that their apartment is smoke free and that their housing may be affected by violators.
6. **Designated Smoking Areas:** Where the Executive Director approves, in his/her sole and absolute discretion, smoking may be permitted in a specified outside area on a property by property basis. Where an outside area on a site has been designated, smoking outside on that site is only permitted in that area. Under no circumstances shall outside smoking be permitted on HAPGC property within 50 feet from any entrance or window, or building. HAPGC will give each resident a site map that indicates the specific locations, and designated smoking areas shall be clearly posted. Where an area has been designated for outside smoking, HAPGC shall provide cigarette disposal receptacles.
7. **Complaints:** Complaints about prohibited smoking and/or smoke migrating into a residential unit or common area should be made promptly to the site manager. Complaints should be made in writing and should be as specific as possible, including the date, approximate time, location and suspected source of migrating smoke. Complaints may be made anonymously. Complaint forms shall be made available by the HAPGC at all sites, and complaint forms shall also be available on HAPGC's website at www.HAPGC.org.

Please note that you can ask for a reasonable accommodation to use HAPGC's housing or services. This can include auxiliary aids or services, materials in an alternative format, or help in completing paperwork or changes to your housing based on your disability. Contact the 504 Coordinator at (301)883-5576 or email dhcd-504@co.pg.md.us for assistance.



8. **Complaint Investigations:** In circumstances where smoking is perceived or sensed, smelled or observed by staff, and /or reported by any person, HAPGC will seek the specific source of the smoke and take appropriate action consistent with the enforcement provisions of this policy, as set forth in paragraph 4. Residents are encouraged to promptly notify HAPGC staff of any incident where smoke is discernible in prohibited areas on HAPGC property.
 9. **Policy Distribution:** Upon adoption of this policy, all current residents of properties covered by this policy will be given two copies of the policy. After review, the resident will sign one copy and return the executed copy to his/her site manager within seven (7) days after its distribution. The signed copy will be placed in the resident's file. New residents will be given two (2) copies of the smoking policy at the time they execute their lease. After review, the resident will sign one copy and return the executed copy to HAPGC's Main Office. The signed copy will be placed in the resident's file.
-

RESIDENT CERTIFICATION

Every person in the household over the age of eighteen (18) must sign below

I have read and understand the Smoke Free Housing Policy of the Housing Authority of Prince George's County, and I agree to comply fully with the provisions. I understand that failure to comply may constitute cause for termination of my/our lease.

Address of Household: _____

Resident Name: _____

Resident Signature: _____ Date: _____

Resident Name: _____

Resident Signature: _____ Date: _____

Resident Name: _____

Resident Signature: _____ Date: _____

HAPGC Representative: _____ Date _____

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

PROJECT IDENTIFICATION

A Public Service of the "Livable Communities" Initiative. Jack B. Johnson, County Executive
Vernon B. Herron, Director of Public Safety/Homeland Security • Eugene A. Jones, Fire Chief
Need additional information? Contact PGFD Community Outreach at 301-883-5250. www.cg.md.us

"Project Identification" is a program designed for the special needs of disabled and handicapped citizens in the event of a fire, police, or medical emergency. The information you supply on the form will be confidentially filed into a central computer serving both Police and Fire/EMS Department personnel.

Public Safety Personnel are notified of the disabled or handicapped information while en-route to an emergency incident so necessary special equipment use and procedures can be implemented. Business establishments who employ handicapped persons who wish to have Public Safety Personnel aware of their presence and location within a given building may also fill out the "Project Identification" form. Your privacy is assured.

Your name will not be involved in any way. The form you submit will be handled with the strictest confidence on all levels. Registration is simple; submit the completed form to the following location:

Prince George's County Fire/EMS Department C/O Station 819 - Project ID
P.O. Box 199, Bowie, Maryland 20719-199



cut here and return by mail

PROJECT IDENTIFICATION INFORMATION APPLICATION

Contact email: _____

Address: _____ Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Please describe your disability: _____

Is this disability: PERMANENT TEMPORARY

If temporary, estimate the days you will require special assistance:

From: (Date) _____ To: (Date) _____

Do you speak English Yes No

If not, what is the foreign language do you speak? _____

PLEASE NOTIFY THE FIRE/EMS DEPARTMENT OF ANY CHANGES IN YOUR STATUS.

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

VIAL OF LIFE

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS DEPARTMENT COMMUNITY OUTREACH OFFICE AT 301-883-5250



The "Vial of Life" is a smart way to have your medical information on hand just in case of an emergency. Everybody should have a "Vial of Life" form filled out.

The Prince George's County Fire/EMS Department responds to many emergency medical situations on a daily basis. The "Vial of Life" program is designed to give the first responders your medical information at a moment's notice.

Once filled out please place this in your refrigerator for easy accessibility by the first responders coming to your aid.

Fill out the "Vial of Life" form

- Fill out the backside of the "Vial of Life" form. Remember it is recommended that each family member have a form filled out. They should be in separate containers and marked clearly with their name on the vial.
- Answer all or any pertinent questions.
- Make blank copies of this form to keep your information current or maintain and store your updated information.
- Other places that you might want to keep a copy of "Vial of Life" is in the car and in your wallet/purse.

Remember...

The "Vial of Life" speaks for you when you can't speak or don't feel well.

FIRST NAME		INITIAL		LAST NAME		SOCIAL SECURITY NUMBER	
STREET			CITY		STATE	ZIP	TELEPHONE
DATE OF BIRTH	MALE/FEMALE	HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	BLOOD TYPE	RELIGION
List hearing difficulties					DENTURES		UNABLE TO SPEAK
					UPPER LOWER		<input type="checkbox"/>
List vision difficulties					NATIVE LANGUAGE IF NOT ENGLISH		
Identifying Marks							
Current Medical Conditions							
Past Medical Conditions							
Current Medications: Dosage and Frequency							
Allergies to Medications							
Doctors Name and Telephone Number							
Last Hospitalization							
Special Instructions such as health directives, etc...							
Health Insurance Policy							
Emergency Contact Notification - Name - Address - Phone - Relationship							

PRINCE GEORGE'S COUNTY, MD FIRE/EMS DEPARTMENT TIP SHEET LIBRARY

RESIDENT TRAINING MATERIAL

1. Vial of Life
2. Escape Training: Knowing What to Do!
3. My Home Escape Plan
4. Home Escape Planning
5. Home Fire Safety
6. Are You Ready to be a Floor Captain!
7. Sleep Safety
8. Kid Safe Fire Safety
9. Childhood Unintentional Injuries
10. Scald & Burn Safety
11. Pet Safety
12. Space Heater Safety
13. Extension Cord Safety
14. High Rise Fire Safety
15. Fire Safety for Senior Citizens
16. Medical Oxygen Safety
17. Project Identification

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT

TIPsheet

VIAL OF LIFE



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PGFD/EMS DEPARTMENT COMMUNITY OUTREACH OFFICE AT 301-883-5250



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FIRST NAME			INITIAL		LAST NAME			SOCIAL SECURITY NUMBER	
STREET				CITY		STATE		ZIP	
TELEPHONE		DATE OF BIRTH		MALE/FEMALE	HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR	BLOOD TYPE
RELIGION		List hearing difficulties		DENTURES		UNABLE TO SPEAK		<input type="checkbox"/>	
List vision difficulties		UPPER		LOWER		NATIVE LANGUAGE IF NOT ENGLISH			
Identifying Marks									
Current Medical Conditions									
Past Medical Conditions									
Current Medications: Dosage and Frequency									
Allergies to Medications									
Doctors Name and Telephone Number									
Last Hospitalization									
Special Instructions such as health directives, etc...									
Health Insurance Policy									
Emergency Contact Notification - Name - Address - Phone - Relationship									

**PRINCE GEORGE'S COUNTY, MD.
FIRE / EMS DEPARTMENT**



TIPsheet

**ESCAPE TRAINING
KNOWING WHAT TO DO!**

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS COMMUNITY OUTREACH OFFICE AT 301-883-5250

SAFETY FIRST!

PGFD

EVERYONE GOES HOME.

ESCAPE

**ESCAPE... A simple way for you to remember your
FIRE AND LIFE INSPECTION POINTS**

E

EXITS – UNLOCKED / NOT BLOCKED

S

STORAGE – CLEAN/ORDERLY NOT EXCESSIVE

C

**CAPACITY – DOES NOT EXCEED THE NUMBER ON
THE CERTIFICATE ISSUED BY THE PGFD/EMS
DEPARTMENT**

A

AISLES – FREE AND CLEAR OF ALL OBSTACLES

P

**PROTECTION – SMOKE DETECTORS / FIRE
ALARMS AND AUTOMATIC SPRINKLER SYSTEMS
ARE IN PROPER WORKING ORDER**

E

**EMERGENCY LIGHTING – ALWAYS WORKING
PROPERLY – TESTED ONCE A MONTH**

Maryland State Firemen's Association Fire Prevention and Life Safety Committee



TIP Sheet: HOME SAFETY

HOME ESCAPE PLANNING

- Teach children how to Dial 911 in an EMERGENCY
- Have a written home escape plan and practice it.
- PRACTICE TWO WAYS OUT of every room.
- KNOW how to open your windows
- BEFORE leaving your room FEEL the door with the back of your hand to see if its HOT.
- CRAWL low under smoke.
- Have a MEETING PLACE location outside of your home. CALL 911 from a safe location.



ONCE OUT...STAY OUT

SMOKE ALARMS

- INSTALL smoke alarms on every level in your home and inside of each bedroom.
- CHECK your smoke alarms each month.
- EVERY 10 YEARS replace every alarm.
- Batteries – A MUST – Every 6 months, if your smoke alarms still uses the alkaline battery you must change those batteries every 6 months.
- BEST PRACTICE replace all your alarms to the new 10 year smoke alarms.

CARBON MONOXIDE – CO ALARMS

Each year in America, carbon monoxide poisoning claims approximately 480 lives and sends another 15,200 people to hospital emergency rooms for treatment.

What is carbon monoxide? Carbon monoxide is an odorless, colorless and toxic gas. Because it is impossible to see, taste or smell the toxic fumes; CO can kill you before you are aware it is in your home. At lower levels of exposure, CO causes mild effects that are often mistaken for the flu. These symptoms include headaches, dizziness, disorientation, nausea and fatigue..

For maximum protection, a detector should be installed on every level of the home.

- Place it at least 15 feet away from fuel burning appliances. Mount the CO Detector on the wall at least 12 inches from the ceiling and no lower than 5 feet from the floor. Make sure nothing is covering or obstructing the unit. Do not place in dead air spaces, or next to a window or door. Carbon monoxide detectors measure levels of carbon monoxide over time and are designed to sound an alarm before an average healthy adult would experience symptoms.

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

HOME FIRE SAFETY

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS COMMUNITY OUTREACH OFFICE AT 301-883-5250

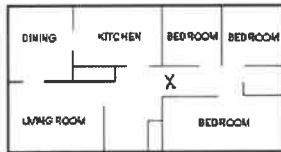


**PLEASE TAKE A MOMENT TO REVIEW AND PRACTICE
THESE SAFETY TIPS - PLEASE UPDATE YOUR SMOKE ALARMS
IN YOUR HOME TO THE NEWER SEALED 10 YEAR ALARM.**



HOME ESCAPE PLANNING

- Teach children how to dial **911** in an emergency.
- Have a written home escape plan and practice it.
- Practice two exits out of every room.
- Know how to open your windows.
- Crawl low under smoke.
- If your clothes catch on fire, stop, drop and roll.
- Touch the door for heat before leaving your room.
- Have a meeting location outside of your home.



SMOKE ALARMS

- Install smoke alarms on every level in your home near the bedrooms.
- Check home smoke alarms once a month.
- Change smoke alarm batteries twice a year.

HEAT SOURCES

- Teach children not to play in the kitchen or touch the stove.
- Never leave your cooking unattended.
- Never cook wearing loose clothing.
- Make sure the stove is off before leaving the kitchen area.
- When washing or bathing, always turn the cold water on first.
- Never leave small children unattended in the bathroom.
- Never leave your home while the clothes dryer is running.



LIGHTING MATERIALS

- Keep all matches and lighters out of children's reach.
- Teach children to show you any unattended lighters and matches.
- Do not allow anyone to use lighters and matches in an unsafe manner.

REMEMBER TO CALL 911 FIRST IN ALL EMERGENCIES

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

FLOOR CAPTAINS



NEED ADDITIONAL INFORMATION? CONTACT PGFD COMMUNITY OUTREACH AT 301-883-5250
RUSHERN L. BAKER, III, COUNTY EXECUTIVE • BENJAMIN M. BARKSDALE, FIRE CHIEF • WWW.CO.PG.MD.US



ARE YOU READY TO BE A FLOOR CAPTAIN!

Floor Captain Roles and Responsibilities

Things you should do now
(prior to a future emergency)

- Become familiar with the locations of every possible exit of your building or floor (depending on your area of responsibility). Those locations are where you will post the emergency announcement signs. If you have more than a few exits you may want to put a Post-It note on every sign so that you will be reminded to post the sign at that location. Familiarize yourself with the safe areas (upper and lower).
- Develop a plan of how to contact persons on your floor or building. For those with responsibility for a building, you should identify someone on each floor (administrative secretaries are probably the best option) that will be contacted by their preferred method (pager, phone, etc.) and assist with the information sharing for individuals on that floor. You can then share the information with individuals on your floor. Those individuals responsible to share information with individuals on their floor should let them know of this responsibility, and if any of them prefer to be contacted by pager or phone they should indicate that, so that you can develop a master contact list on your email, pager or phone.
- Establish a back-up plan and identify someone to serve as Floor Captain in your absence (vacation, etc).
- Make or purchase your own emergency kit. The kit should contain information about recommended emergency supplies. Encourage all individuals on your floor to have a kit, and to remember to bring their kit to the safe area should an emergency occur.

Your responsibilities during an emergency:

- Initiate communication with the individuals on your building contact list via phone or pager.
- Post the appropriate emergency signage immediately. If the back-up person is available, you can delegate that responsibility. (Be sure that the locations for posting the signs are pre-identified on each sign.
- Pick up your emergency kit, and inform individuals on your floor of the emergency and where they should go. Remind them to bring their emergency kits.
- Go to the Safe Area. If your safe area is only accessible by key, be sure that you are there immediately to unlock the door.
- Provide on-site assistance (e.g. calming presence, sharing information, etc.)
- Account for the people in the safe area (make reasonable effort)
- Ask that individuals remain in the safe area until a FD/PD member stops by to inform you that everyone can come out.
- Serve as the liaison between the building and your assigned area.
- If everyone is asked to assemble at the primary evacuation site, assist your group to the assembly area and continue to serve as liaison between your group and other Floor Captains and the head liaison to the building.

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

SLEEP SAFETY

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS DEPARTMENT COMMUNITY OUTREACH OFFICE AT 301-883-5250



Sleep Safety is simple as A. B. C.!

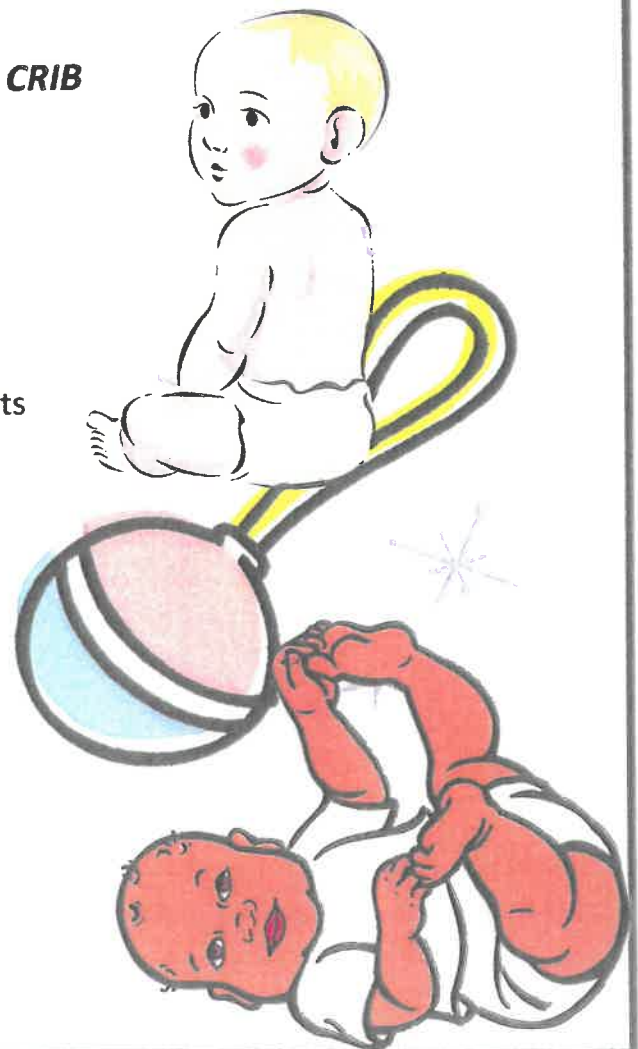
*The Prince George's County Fire and Emergency Medical Services (EMS) Department
wants to ensure that you as a new parent think of these
simple sleep safety tips when caring for a newborn baby.*

Sleep Safety is as simple as ABC –

Always put me ALONE on my BACK in a safe CRIB

***Simple Sleep Safety Tips EVERY TIME
you put your baby down to sleep***

- ALWAYS put baby on his/her **BACK** to sleep
- ALWAYS put baby to sleep **ALONE** –
Never with other babies, children, adults, or pets
- Always put baby in a **SAFE CRIB** or **BASSINET**
- NEVER on a bed or waterbed
- NEVER on a sofa or a chair
- NEVER with pillows, quilts, or comforters
- ALWAYS keep the CRIB CLUTTER FREE
NO BUMPERS
TOYS
ANIMALS
CLOTHING

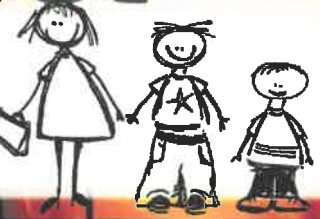


PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

Kid Safe FIRE SAFETY



NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS COMMUNITY OUTREACH OFFICE AT 301-883-5250



Children five and under are more likely to die in fires than older children and adults. By following these fire safety tips, you will help prevent fire and burns to your pre-schooler.

MATCHES & LIGHTERS

Should never be used to amuse children (children may imitate you). Never leave them within a child's reach. Keep them up high or locked in a closet.

Teach children not to touch matches and lighters; instruct them to tell a grown up.

SMOKE ALARMS

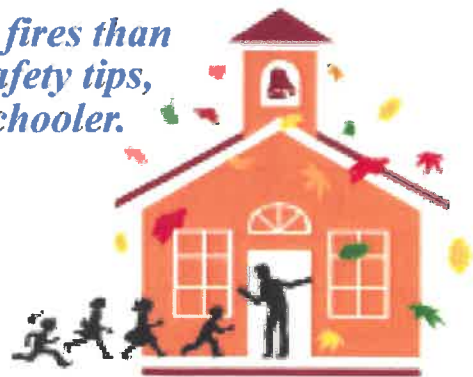
Teach children to react when they hear the smoke alarm. Teach them to "get out and stay out." Let them help you check your smoke alarm monthly by pushing the "test" button.

Teach children to recognize the sound of the smoke alarm.

HOT OBJECTS

Help children learn the difference between hot and cold objects. Talk to children about items that can burn. These items include the stovetop, steam, electric irons, bath water, candles and electric heaters.

Teach children to stay away from hot objects.



STOP, DROP & ROLL

Should your clothes catch fire: Stop where you are – do not run. Drop to the ground. Roll over from side to side to smother the fire. Remember to cover your face with your hands.

Have children demonstrate Stop, Drop and Roll.

HOME ESCAPE

Teach children not to hide from smoke and fire. Let them know that if they hide under the bed or in the closet, the smoke and fire will find them. Help children identify two ways out of every room.

Teach children to

**GET OUT
& STAY OUT!**

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPshoe!



CHILDHOOD UNINTENTIONAL INJURIES

NEED ADDITIONAL INFORMATION? CONTACT
PGFD/EMS COMMUNITY RISK REDUCTION & OUTREACH OFFICE AT 301-883-5250



Approximately 2,300 children in the United States, ages 14 and under, died from accidental injuries in the home in 2007, and 3.4 million kids are treated in emergency rooms for accidental injuries occurring at home. Most fatal injuries at home are caused by suffocation, fire and burns, drowning, choking, falls, poisoning or firearms discharged unintentionally.

The Prince George's County Fire/EMS Department urges parents and caregivers to check their homes at least once a year for basic safety precautions. "There's no substitute for active supervision, but childproofing your home provides extra protection and peace of mind.

- *The first step in childproofing a home is to explore every room at a child's eye level. "Literally get down on your hands and knees and crawl around. You will be surprised at how much you can reach and how many small objects you can pick up. Remember, "Anything that can fit through a standard 1½-inch toilet paper tube is a potential choking hazard. Of course, cleaning products, alcohol, firearms and other potentially harmful products need to be stored out of reach and locked up."*

Space Heaters It is very important that you keep all space heaters and other heating elements away from combustible materials.

Set your water heater no higher than 120 degrees F. At higher temperatures, it only takes three seconds to burn a child's skin severely enough to require surgery.

Memorize this phone number: 800-222-1222. From anywhere in the United States, this toll-free number will connect you to the local Poison Control Center. Call this hotline if a child has ingested any substance that isn't food — but if a child is choking or having trouble breathing, call 911.

Test your smoke alarms every month. Make sure you have working smoke alarms in every sleeping area. Also check for fire hazards such as frayed electrical wires or flammable materials near heating appliances.

Install carbon monoxide detectors in every sleeping area and near fuel-burning appliances. This invisible, odorless gas can be fatal.

Put safety gates at the top and bottom of every stairway. Gates installed with hardware are safer than pressure gates.

Cover unused electrical outlets. You can buy plastic outlet covers, or just use duct tape.

Keep firearms unloaded and locked out of reach. And lock up ammunition in a separate place.

Post emergency numbers by every phone. In addition to the numbers for fire and emergency medical services, keep numbers for the pediatrician and a neighbor handy.

Check your first aid kit to make sure it is fully stocked. Make sure babysitters know where to find first aid supplies and how to handle an emergency.

"Safety comes first, even if it means making your home a little less convenient for adults, it is a small price to pay to keep a child out of the emergency room."

Maryland State Firemen's Association

Fire Prevention and Life Safety Committee

TIP Sheet: Scald & Burn Safety



Scalds and Burns – Home check Sheet

The Maryland State Firemen's Association Fire Prevention and Life Safety Committee extends to you a simple check sheet so that you can go around your home and look for hidden hazards that can lead to burns and scalds.



Preventing burns and scalds

Many severe burns and scalds affect babies and young children. Examples of things you can do to help reduce the chances of your child having a serious accident at home include:

- Keeping your child out of the kitchen whenever possible.
- Testing the temperature of bath water using your elbow before you put your baby or toddler in the bath.
- Keeping matches, lighters and lit candles out of young children's sight and reach.
- Keeping hot drinks well away from young children.

Cooking Safety

Cooking burns are listed as one of the most seen burns in the Emergency Room. Steam burns are very common in children.

- KEEP CHILDREN 3 FEET (**SAFE ZONE**) AWAY from the stove.
- WHEN using the stove top turn all handles away from the edge to prevent hot spills.
- ALWAYS keep items away from little hands.
- WHEN using a microwave be very careful when opening the container that was used to heat up your food. Steam burns are the most common burn found when using microwaves.

HOW to check your Water Temperature

Hot Water Heaters: Over time your heater will age and if you do not monitor the device the temperature can fluctuate. Follow these steps to check and lower the water temperature in your home. Then, be sure to test it every year.

- RUN the hot water from any faucet for 1 minute FILL a large cup with the hot water. CHECK the water temperature with a cooking or meat thermometer that goes up to 120 degrees.
- IF the temperature reads hotter than 120 degrees turn down the dial on your hot water heater. If you have an electrical hot water heater you should call an electrician to verify the unit because it is not safe to adjust an electric hot water heater by yourself.
- WAIT one hour and check the water again. IF you still see that the unit is demonstrating higher than normal temperatures you will need to contact a plumber because there could be a problem.
- INSTALL anti-scald devices on water faucets and shower heads, which will stop the flow of water if the temperature gets too hot.

Electrical Outlets

- When you're not using an electrical outlet unplug the device. Place an outlet cover over the sockets so that little hands can stay safe.

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT

TIPsheet

PET SAFETY



NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS DEPARTMENT COMMUNITY OUTREACH OFFICE AT 301-883-5250



*So here are a few tip and things that the
Prince George's County Fire/EMS Department
wants us all to keep in mind when making our homes
pet friendly for our four legged furry friends.*

Pets chew up and eat things humans never would think of consuming.

Sometimes we unknowingly give our pets human foods or medications that are deadly poison.

We love taking our pets with us - across town, on a vacation - temperature (and humidity) extremes may be dangerous or deadly to our pets. So watch them carefully.

Poisons can be eaten, absorbed through the skin, and inhaled. Poisonings can mimic many things. Some poisons act immediately, some take days to appear, potentially making diagnosis difficult. Familiarize yourself with potential signs of poisoning here. As always, if your pet is sick or "not quite normal" please call your veterinarian as soon as possible.

Crazy things they eat: This range of this topic is almost endless, as pets have (and will) eat almost anything. Sometimes it is the food we unknowingly give them - either recalled pet food, human foods that are toxic to pets, or medications intended for humans. Other times, they find rat bait, stray strings and socks or other household items that leave us scratching our heads and asking why.



Common Household Positions: The average home contains many possible poisons for pets and children. Properly storing and locking up hazardous items is the first step to preventing accidental poisonings. An additional thing to remember for pet owners is the ability of many pets to chew through child locking caps and "safe" containers. Here is a list, in no particular order, of some common toxins to be aware of to protect accidental ingestion by your pet (or children).

If you suspect that, your pet has eaten something toxic, call your veterinarian and/or the ASPCA Animal Poison Control Center's 24-hour emergency hotline at

1-888-4-ANI-HELP.

By the way, now is a good time to double-check smoke detectors, carbon monoxide detectors and other safety devices and replace batteries. Safety, of course, is the key reason - When batteries run low, the devices often emit alert or alarm sounds at frequencies that can be painful and frightening to many pets, which can be traumatic. So always, keep fresh batteries in those devices.

*For more information
Prince George's County
Animal Management
Division at
(301) 780-7201,
in addition, for more
pet safety tips please
visit:*

www.asPCA.org



PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

SPACE HEATERS

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE PGFD/EMS
COMMUNITY OUTREACH OFFICE AT 301-883-5250



Last year the United States Fire Administration reported that 25,000 residential fires were reported by Fire/EMS units in the United States. From this report 6,000 persons were treated by area hospitals for burns associated with the hot surfaces of the space heater and that 300 persons died as direct result of the fires.

Space heaters come in all types and versions. They are fueled by Gasoline, Kerosene, Wood Burning Products and Electrical models. The Prince George's County Fire/EMS Department wishes to remind everyone of the importance when purchasing a unit for your residence.

General Suggestions:

- When selecting a space heater make sure that the unit has been tested by a very reputable company. And that the unit meets all safety standards directed by NFPA Life Safety Code 101.
- When purchasing an electric space heater all units made after 1991 must be equipped with a tipping hazard off switch. If you have an older model it is recommended that you replace your heater to accommodate for newer safety standards that have been put in place.
- Never allow children to play around a space heater and remind them that they are not toys. Don't allow them to move or operated the device. Instruct them that only adults should operate a space heater.
- Never leave the unit unattended.
- If you are using a gas, kerosene or wood burning heater that you maintain all safety standards for that unit. Never mix the fuel sources with the space heater. Gas is for gas, kerosene is for kerosene and wood for wood. Any time that you mix the fuel source it will result in a fire or explosion. Never store flammable liquids around the devices. The fumes can ignite.
- Never store any combustible material around the heater. Always ensure that you have a clean three (3) foot radius around the unit.
- Maintain also a solid stable surface for the heater. If the heater is not resting properly on the floor this could cause the unit to tip over and which could result in a fire.
- If you have chosen to use gas, kerosene or a wood burning heater have them checked each heating season. If any of the devices are leaking CO or are missing the required safety devices please discard them and purchase newer units.
- Have a CO meter installed when using any of the carbon based units for measuring CO level associated with the device. The meter should be installed 15-20 feet away from the device and at least 5 feet from the floor and 12 inches from the ceiling. Remember to follow all safety precautions associated with CO and if signs and symptoms persist seek medical assistance.
- Remember these devices are used to specific reasons. Please read all manufacture safety literature that comes with your heater.
- Instruct your family on the importance of the devices and that incase a fire occurs that your family practice your home escape plan and your families safe meeting place and call **911** from a safe location.



PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

EXTENSION CORD SAFETY

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS COMMUNITY OUTREACH OFFICE AT 301-883-5250



There are 3 questions you should ask yourself before you reach for that extension cord.



- 1. Will I use the extension cord indoors or outdoors?*
- 2. What is the total wattage rating of the appliances I'll use with the extension cord?*
- 3. How far is the nearest outlet from where I'll be working?*

These are three very important questions to ask yourself and the Prince George's County Fire and Emergency Medical Services (EMS) Department wants you to be prepared when reaching for an extension cord.

Just because the first extension cord you find in your garage has the length to reach the outlet across the room, it doesn't mean it's the proper one to use for the task at hand. If a power tool is drawing more current than an extension cord can carry, it may cause the cord and tool to overheat and create a fire.

Before deciding which extension cord to use, first carefully read the manufacturer's instructions for the power tools you will be using. The booklets will also indicate whether the tools are suitable for use outdoors.

Likewise, the first step in determining which extension cord you will need is to decide whether you will be using the appliance **indoors or outdoors**. Extension cords that can be used outdoors will be clearly marked "**Suitable for Use with Outdoor Appliances**." Never use an indoor extension cord outdoors; it could result in an electric shock or fire hazard.

- To determine what size – or gauge – cord you will need, you will also have to determine how long you need the cord to be. A cord, based on its gauge, can power an appliance of certain wattage only at specific distances.
- All appliances indicate how much wattage is consumed when operated; that rating can be found on the appliance itself and often within the use and care booklet that accompanies the product.
- **Quick tip: if your appliance indicates that it uses 5 amps at 125 volts, then its wattage rating is 625W (5x125).**
- If you are going to use the extension cord with two or more appliances, you must add together the wattage rating for all appliances used on the cord.

Additional safety tips to consider with any electrical appliance:

1. Look for the UL Mark on extension cords you purchase.
2. Store all cords indoors when not in use.
3. Never keep an extension cord plugged in when not in use.
4. Do not use extension cords that are cut or damaged.
5. Touching even a single exposed strand of wire can give you an electric shock or burn.
6. Never file or cut the plug blades or grounding pin of an extension cord or appliance to plug it into an old outlet.
7. As a safety feature, extension cords and most appliances have polarized plugs (one blade wider than the other). These special plugs are designed to prevent electric shock by properly aligning circuit conductors.
8. If a plug does not fit, have a qualified electrician install a new outlet.
9. By using extension cords properly, you and your family can enjoy longer, safer use of your power tools and garden appliances.

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

HIGH RISE FIRE SAFETY

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS COMMUNITY OUTREACH OFFICE AT 301-883-5250

SAFETY FIRST!

PGFD

EVERYONE GOES HOME.

BE PREPARED FOR A HIGHRISE FIRE EMERGENCY

- Never lock fire exits or doorways, halls or stairways. Fire doors provide a way out during the fire and slow the spread of fire and smoke. Never prop stairway or other fire doors open.
- Learn your building evacuation plan. Make sure everyone knows what to do if the fire alarm sounds. Plan and practice your escape plan together.
- Be sure your building manager posts evacuation plans in high traffic areas, such as lobbies.
- Learn the sound of your building's fire alarm and post emergency numbers near all telephones.
- Know who is responsible for maintaining the fire safety systems. Make sure nothing blocks these devices and promptly report any sign of damage or malfunction to the building management.

DO NOT PANIC IN THE EVENT OF A HIGHRISE FIRE EMERGENCY

- Do not assume anyone else has already called the fire department.
- Immediately call your local emergency number. Early notification of the fire department is important. The dispatcher will ask questions regarding the emergency. Stay calm and give the dispatcher the information they request.

IF THE DOOR IS WARM TO THE TOUCH

Before you try to leave your apartment or office, feel the door with the back of your hand. If the door feels warm to the touch, do not attempt to open it. Stay in your apartment or office.

- Stuff the cracks around the door with towels, rags, bedding or tape and cover vents to keep smoke out.
- If there is a phone in the room where you are trapped, call the fire department again to tell them exactly where you are located. Do this even if you can see fire apparatus on the street below.
- Wait at a window and signal for help with a flashlight or by waving a sheet.
- If possible, open the window at the top and bottom, but do not break it, you may need to close the window if smoke rushes in.
- Be patient. Rescuing all the occupants of a highrise building can take several hours.

IF THE DOOR IS NOT WARM TO THE TOUCH

- If you do attempt to open the door, brace your body against the door while staying low to the floor and slowly open it a crack. What you are doing is checking for the presence of smoke or fire in the hallway.
- If there is no smoke in the hallway or stairwells, follow your building's evacuation plan.

- If you don't hear the building's fire alarm, pull the nearest fire alarm "pull station" while exiting the floor.
- If you encounter smoke or flames on your way out, immediately return to your apartment or office.

AFTER A HIGHRISE FIRE EMERGENCY

- Once you are out of the building, STAY OUT! Do not go back inside for any reason.
- Tell the fire department if you know of anyone trapped in the building.
- Only enter when the fire department tells you it is safe to do so.

MAINTAIN AND INSTALL WORKING SMOKE ALARMS

No matter where you live, always install smoke alarms on every level of your home. Test them monthly and change the batteries at least once a year.

Remember, fire safety is your personal responsibility... Fire Stops With You!

**For more information on
High Rise Fire Safety
please contact the
Prince George's County
Fire/EMS Department at
301-883-5250.**

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

FIRE SAFETY FOR SENIOR CITIZENS

NEED ADDITIONAL INFORMATION? PLEASE CONTACT THE
PGFD/EMS DEPARTMENT COMMUNITY OUTREACH OFFICE AT 301-883-5250



Older Americans are one of the groups at greatest risk of dying in a fire. On average, 959 Americans age 65 and over die in fires each year. People over the age of 80 die in fires at a rate three times higher than the rest of the population.

UNDERSTANDING THE RISKS

Older Americans are at increased risk for fire death and injuries because:

- They may be less able to take the quick action necessary in a fire emergency.
- They may be on medication that affects their ability to make quick decisions.
- Many older people live alone and when accidents happen others may not be around to help.

WHAT FIRE HAZARDS AFFECT OLDER PEOPLE?

COOKING ACCIDENTS are the leading cause of fire related injuries for older Americans. The kitchen is one of the most active and potentially dangerous rooms in the home.

UNSAFE USE OF SMOKING MATERIALS is the leading cause of fire deaths among older Americans.

HEATING EQUIPMENT is responsible for a big share of fires in seniors' homes. Extra caution should be used with alternate heaters such as wood stoves or electric space heaters.

FAULTY WIRING is another major cause of fires affecting the elderly. Older homes can have serious wiring problems, ranging from old appliances with bad wiring to overloaded sockets.

SAFETY TIPS FOR OLDER AMERICANS

Kitchen Fires • Most kitchen fires occur because food is left unattended on the stove or in the oven. If you must leave the kitchen while cooking, take a spoon or potholder with you to remind you to return to the kitchen. Never cook with loose, dangling sleeves that can ignite easily. Heat cooking oils gradually and use extra caution when deep-frying. If a fire breaks out in a pan, put a lid on the pan. Never throw water on a grease fire. Never use a range or stove to heat your home.

Smoking • Don't leave smoking materials unattended. Use "safety ashtrays" with wide lips. Empty all ashtrays into the toilet or a metal container every night before going to bed. Never smoke in bed. Finally, having a working smoke alarm dramatically increases your chances of surviving a fire. And remember to practice a home escape plan frequently with your family.

Space Heaters • Buy only Underwriter's Laboratory (UL) approved heaters. Use only the manufacturer's recommended fuel for each heater. Do not use electric space heaters in the bathroom or around other wet areas. Do not dry or store objects on top of your heater. Keep combustibles away from heat sources.

Medical Oxygen Safety

Portable medical oxygen in the home has grown over the past decade. Medical oxygen adds a higher percentage of oxygen to the air a patient uses to breathe. Fire needs oxygen to burn. If a fire should start in an oxygen-enriched area, the material burning will burn more quickly.

Homes where medical oxygen is used need specific fire safety rules to keep people safe from fire and burns.

SAFETY TIPS

- »»» There is no safe way to smoke in the home when oxygen is in use. A patient on oxygen should not smoke.
- »»» Candles, matches, wood stoves and even sparking toys, can be ignition sources and should not be used in the home.
- »»» Keep oxygen cylinders at least five feet from a heat source, open flames or electrical devices.
- »»» Body oil, hand lotion and items containing oil and grease can easily ignite. Keep oil and grease away where oxygen is in use.
- »»» Never use aerosol sprays containing combustible materials near the oxygen.

FACTS

- ❗ Oxygen saturates fabric covered furniture, clothing, hair and bedding, making it easier for a fire to start and spread.
- ❗ Smoking materials is the leading heat source resulting in medical oxygen related fires, injuries and deaths.



Post **No Smoking** and **No Open Flames** signs in and outside the home to remind people not to smoke.



Your Source for **SAFETY** Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

PGFD/EMS Department

301-583-1964

PRINCE GEORGE'S COUNTY, MD. FIRE / EMS DEPARTMENT



TIPsheet

PROJECT IDENTIFICATION

A Public Service of the "Livable Communities" Initiative. Jack B. Johnson, County Executive
Vernon R. Herron, Director of Public Safety/Homeland Security • Eugene A. Jones, Fire Chief.
Need additional information? Contact PGFD Community Outreach at 301-883-5250. www.cg.pg.md.us

"Project Identification" is a program designed for the special needs of disabled and handicapped citizens in the event of a fire, police, or medical emergency. The information you supply on the form will be confidentially filed into a central computer serving both Police and Fire/EMS Department personnel.

Public Safety Personnel are notified of the disabled or handicapped information while en-route to an emergency incident so necessary special equipment use and procedures can be implemented. Business establishments who employ handicapped persons who wish to have Public Safety Personnel aware of their presence and location within a given building may also fill out the "Project Identification" form. Your privacy is assured.

Your name will not be involved in any way. The form you submit will be handled with the strictest confidence on all levels. Registration is simple; submit the completed form to the following location:

Prince George's County Fire/EMS Department C/O Station 819 - Project ID
P.O. Box 199, Bowie, Maryland 20719-199



cut here and return by mail

PROJECT IDENTIFICATION INFORMATION APPLICATION

Contact email: _____

Address: _____ Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Please describe your disability: _____

Is this disability: PERMANENT TEMPORARY

If temporary, estimate the days you will require special assistance:

From: (Date) _____ To: (Date) _____

Do you speak English Yes No

If not, what is the foreign language do you speak? _____

PLEASE NOTIFY THE FIRE/EMS DEPARTMENT OF ANY CHANGES IN YOUR STATUS.