

Fire Safety Systems

Salem Green Apartments



Fire safety protocol and equipment summary
for the residents of Salem Green Apartments

Last Update: February 2025

Version: 01

Introduction

Salem Green has several fire alarm and prevention systems, devices, and policies in place to help mitigate the possibility of fire, the amount of fire damage, and effectively deal with a fire event.

Apartment fires can be dangerous because a fire started in one apartment can affect several others and upper-floor apartments do not have direct access to vacate the building. However, apartment buildings are typically built in a way and have guidelines that help protect residents from fire events.

This packet is designed to inform Salem Green residents of the purpose, function, location, and proper use of fire prevention devices and to outline the fire safety protocol for your building. All residents should read this information carefully and contact the Rental Office with any questions. Let's work together to enhance fire safety at our community and make a difference for everyone!

Know the Numbers

Somewhere in the U.S., a fire department is responding to a fire every 21 seconds of the day! Apartment communities share in a relatively smaller, but significant, amount of those calls. Studies indicate the following multihousing fire data from 2022:

- 🔥 **Apartment fires:** 80,000 (5% of total fires)
- 🔥 **Civilian fire deaths:** 470 (12% of total fire deaths)
- 🔥 **Civilian fire injuries:** 2,750 (21% of total fire injuries)
- 🔥 **Property damage:** 1.9 billion (11% of total fire damage)

Statistics show the number of fire incidents are up over 2021, likely due to the increased number of multifamily housing developments, but also show a large decrease (44%) from 1980, when less fire safety systems were found in apartment communities.

Educate Yourself

In the event of a fire, multifamily housing residents play a direct role in the protection of their household as well as their neighbors'. It is very important that all residents familiarize themselves with our community fire safety systems, devices, policies, and procedures. Thorough knowledge of smoke detectors, alarm pull stations, fire extinguishers, and an emergency exit plan may save lives and property!

Prevention Is Key

All residents have a responsibility to take precautions to prevent the occurrence of fires. Be sure to check out our Fire Safety Flyer, with more information on the leading causes of apartment fires and steps you can take to improve fire safety in your home and the community: ***condorliving.com/salem-green-residents***.

Let Us Know

The Salem Green staff, our fire system vendors, and the Inver Grove Heights Fire Department officials perform regular checks on all fire-safety-related items; however, residents should promptly notify the Rental Office if they observe any equipment, systems, or policy deficiencies regarding fire safety (especially any life-saving issues).

Fire Systems and Protocols

Salem Green Apartments has multiple fire systems in place to assist with resident and property safety in the event of a fire. The following section outlines what these systems are, where they are located, and how to properly use them.

Overview

- | | |
|----------------------------------|---------------------------------------|
| 🔥 Alarm horns with strobe lights | 🔥 Exit lights |
| 🔥 Alarm pull stations | 🔥 Fire doors |
| 🔥 Emergency lights | 🔥 Fire extinguishers |
| 🔥 Emergency evacuation plan | 🔥 Fire lanes (garage and parking lot) |
| 🔥 Exit doors | 🔥 Smoke detectors |

Alarm Horns and Pull Stations

Alarm horns with attached strobe lights are located throughout the common areas of the building. The horns are designed to loudly sound and alert all residents to the occurrence of a fire as quickly as possible. To activate the alarm horns in case of imminent danger, go to the nearest pull station (see map for locations) and pull the handle as indicated. **Note: Activating an alarm horn does not automatically notify the fire department.**

Exit the building immediately and call 9-1-1, followed by the Salem Green Rental Office (651-455-2277). If after office hours, use the same number to call the emergency on-call staff member (follow the prompts). **Never ignore a fire alarm just because you don't see or smell fire! Treat all alarms as an emergency and vacate the building promptly.**

Emergency Lights

Emergency lights are located throughout the building. Should the building lose power, these battery-operated lights will run for approximately 30 minutes to illuminate the halls and stairwell exits. When moving furniture and boxes into the building, please note the location of these lights and exercise caution to prevent any damage. Promptly notify the Rental Office if you knock a light off its base or notice any other issues with an emergency light.

Emergency Evacuation Plan and Exit Doors

Each building at Salem Green has multiple exits leading out of the building (see map for locations). It is important to know the location of all exits so that you can find the best route to safety in the event of a fire. Keep in mind that the exit nearest to your apartment may not be the exit you should or are able to take in an emergency. You may have to use an alternate route if the exit closest to you is blocked, so knowing the location of all emergency exits is important. **Remember that elevators should never be used in the event of a fire.**

An emergency evacuation plan should be discussed between all residents in the apartment/all members of the household and should include the following topics in case of a fire emergency.

- 🔥 If you hear the fire alarm, leave the building immediately. Do not spend time gathering personal belongings or questioning whether it may be a false alarm.
- 🔥 Before opening your apartment door, feel the door temperature with the back of your hand to determine if the hallway is safe.
- 🔥 When exiting, stay low and check for smoke or fire in the hallway. If the hallway is unsafe, follow the instructions below.*
- 🔥 Remain calm and exit quickly, but also keep safety in mind. To prevent injury to yourself or others, do not push, shove, or run when exiting. **Residents are not allowed to keep decor, shoes, doormats, or other personal items in the hallways as they pose a tripping hazard in an emergency.**
- 🔥 Proceed outdoors, avoiding the garage level unless it is the only means of escape.
- 🔥 Once you are outside, move away from the building to allow firefighters and fire trucks plenty of space.
- 🔥 Designate an outdoor location to meet should your household be divided.
- 🔥 Do not re-enter the building until an official tells you it's safe to go back inside.

*If you cannot exit the building safely, go back to your apartment and shut the door. Seal off the apartment to keep out smoke by putting towels in the spaces around the door. Call 9-1-1 to tell the fire department that you are trapped in your apartment and get their attention by waving a flashlight or towel out your window or balcony.

Exit Lights

Exit lights with red lenses are located throughout the building. These lights are powered by a back-up battery should the building lose power. Exit lights are helpful in guiding you to an exit when there is low visibility in the building due to smoke. Contact the Rental Office if you notice an exit light that is not illuminated under normal circumstances or is otherwise damaged.

Fire Doors

Fire-rated wood doors are kept in a closed position and are located at the hallway level of each floor leading off the stairwells or lobbies. Fire doors are crucial in preventing fire from spreading throughout the building. Never prop fire doors open, even when moving in; station someone at the door to open and close it as needed at that time.

Fire Extinguishers

Fire extinguishers are located throughout the building, hung on the wall at regular intervals (see attached map). They are in a protective case with a breakable front panel and a tool to use for that purpose.

Remember the acronym PASS

The proper operation of fire extinguishers is important for maximum effectiveness. While standing six to eight feet away from the fire:

- 🔥 Pull the pin at the top to break the tamper seal.
- 🔥 Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.
- 🔥 Squeeze the handle to release the extinguishing agent.
- 🔥 Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.

The building fire extinguishers are inspected annually. If you notice an extinguisher that appears to be tampered with or is missing from its case, please contact the Rental Office. Fire extinguishers for your home can be purchased from any home supply store. Make sure to read the label for correct usage and pay attention to the expiration date. Other devices such as fire suppression blankets are also available for purchase.

Fire Lanes

Designated fire lanes and no parking areas are located in the front of each building, throughout the parking lot drives, and near each building entrance in the garage. Any vehicles parked illegally will be subject to ticketing or towing by Management or the Police Department. These areas are to be used by emergency vehicles only and violation is a serious life-safety issue.

Smoke Detectors

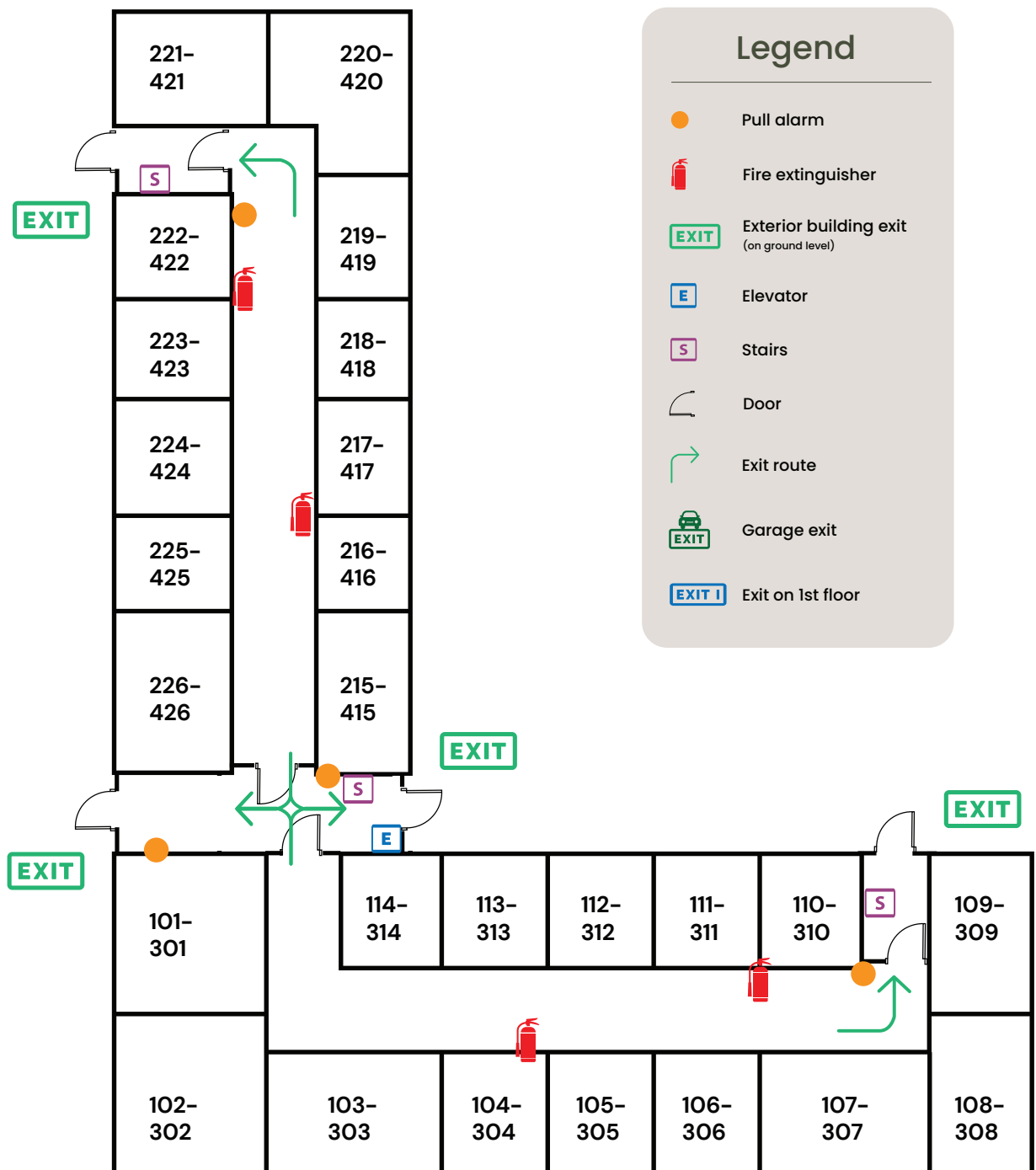
Smoke detectors are located in the hallway of each apartment and in the common areas of the building. In case of fire, the sound of a smoke detector may be your first warning and can save lives. **Never remove your smoke detector from the wall.**

You are responsible for making sure your apartment detector is working properly. Please check the smoke detector monthly by pressing down on the small button on the face of the detector for a few seconds (up to 10) until the alarm sounds. If the alarm does not sound, contact the Rental Office to have it repaired.

The detector is hardwired into the electrical system in your apartment. Some detectors have a battery backup in them as well, and the battery must be replaced approximately once a year. If a smoke detector starts to malfunction or needs a new battery, it will occasionally emit short beeps. When this happens, change the 9V battery or contact the Rental Office for assistance.

Fire Safety Map: Building 1405 (1)

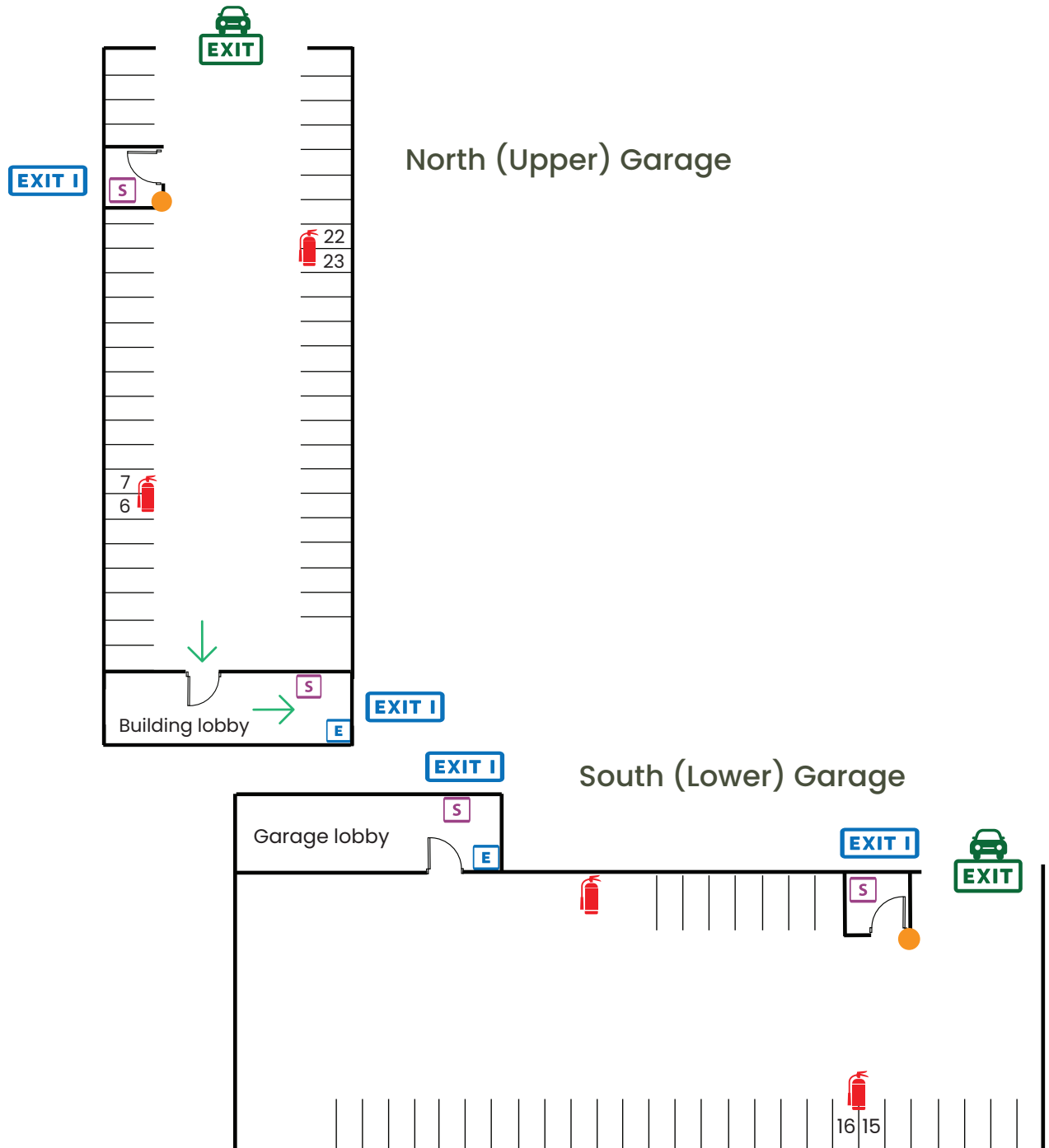
This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your building. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread.



This rendering is conceptual and intended solely as a general reference to identify fire safety equipment and evacuation routes. It may not reflect exact scale, dimensions, or distances.

Fire Safety Map: Garage 1405 (1)

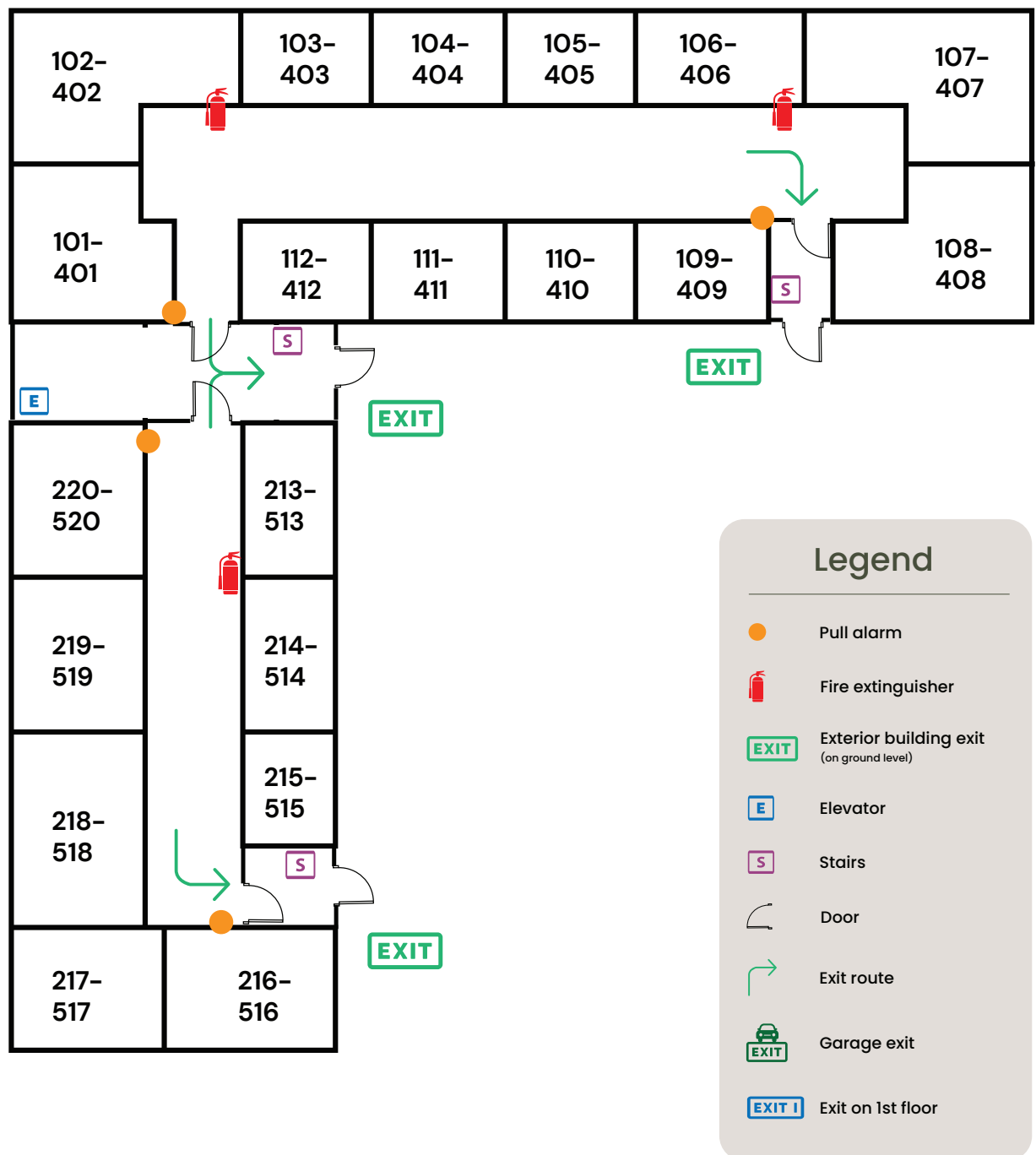
This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your garage. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread. Please note that garage doors may not be operational during a fire evacuation event, and you may need to find the closest passenger door leading to the nearest building exit.



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Fire Safety Map: Building 1445 (2)

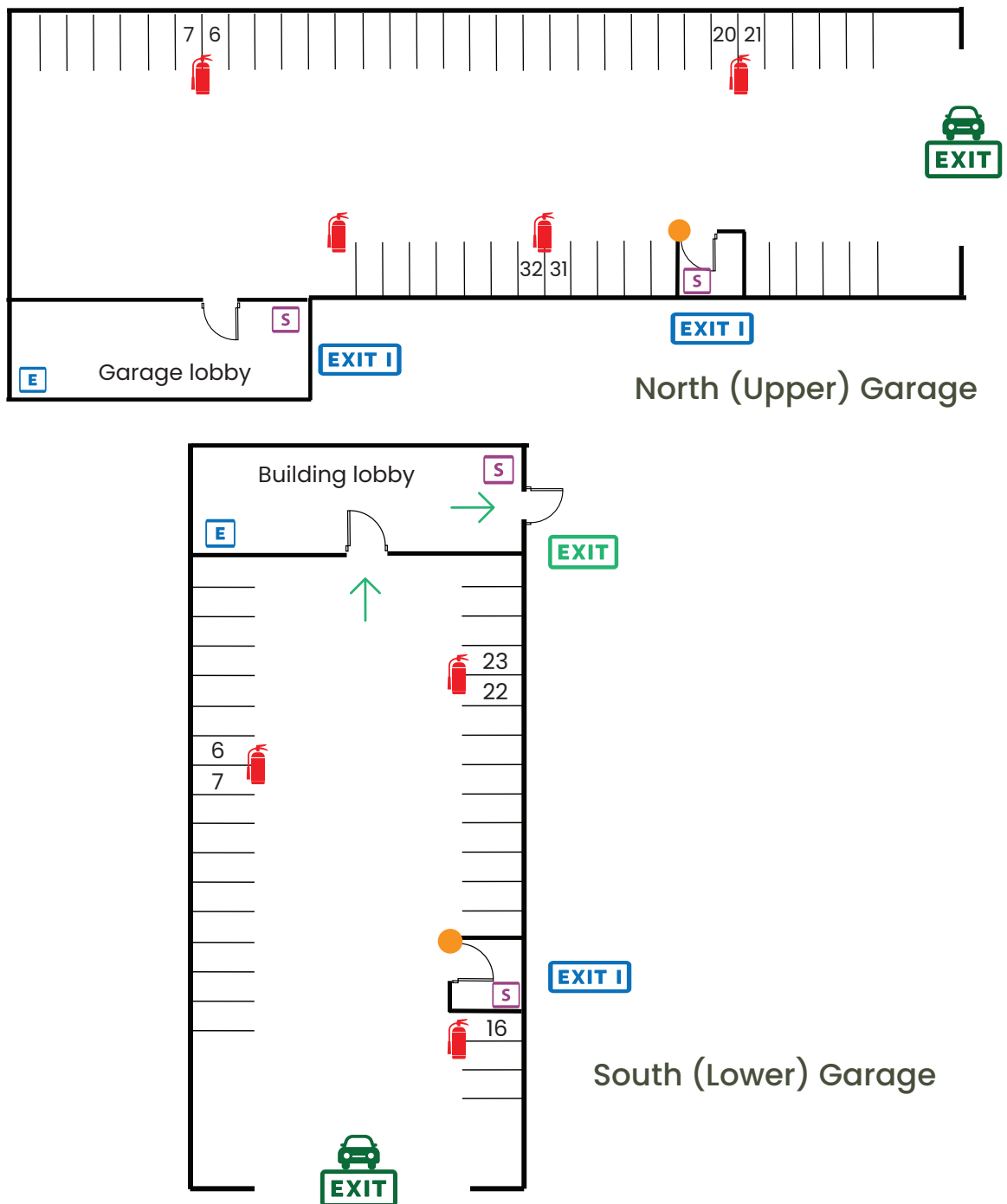
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Fire Safety Map: Garage 1445 (2)

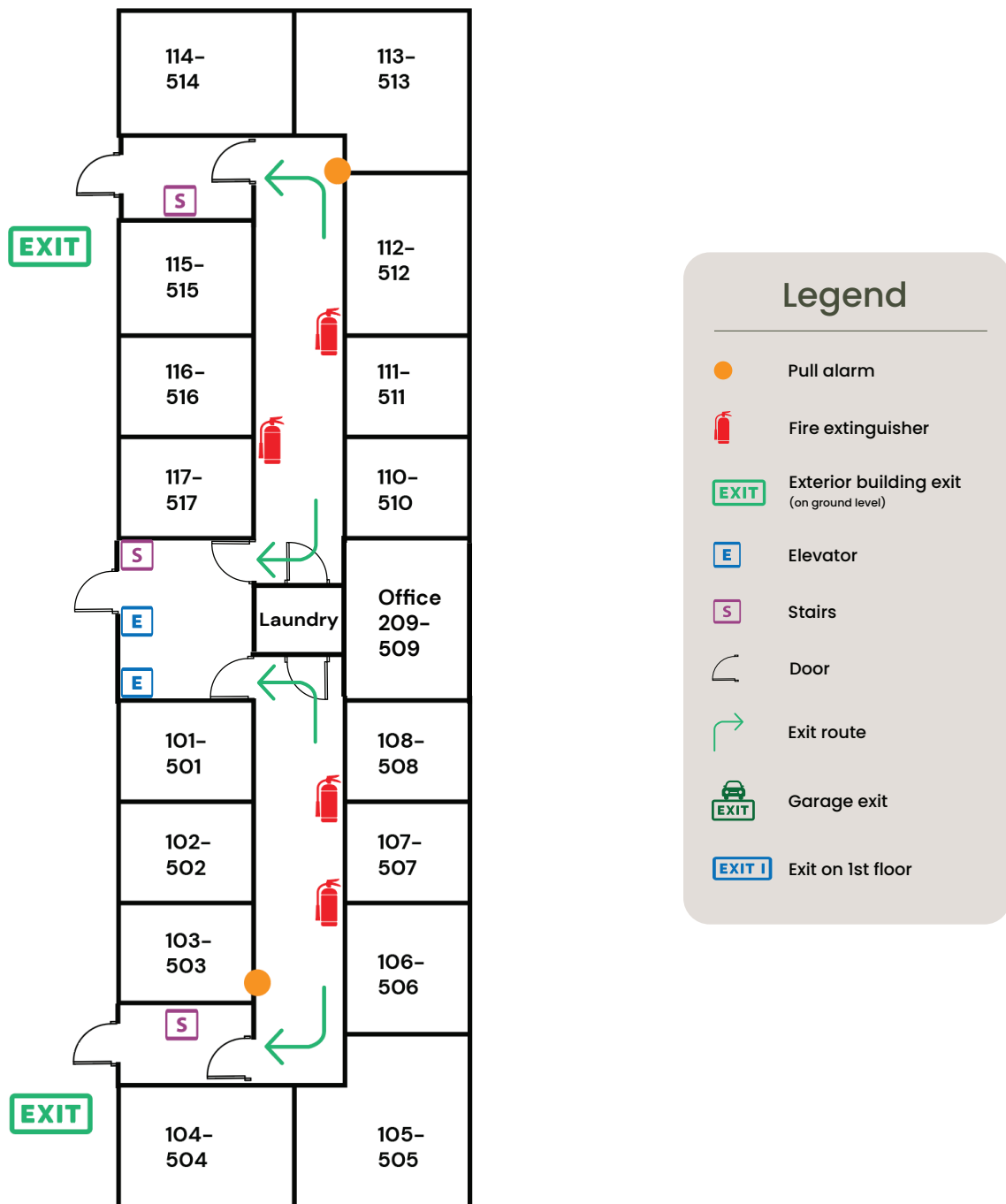
This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your garage. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread. Please note that garage doors may not be operational during a fire evacuation event, and you may need to find the closest passenger door leading to the nearest building exit.



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Fire Safety Map: Building 1455 (3)

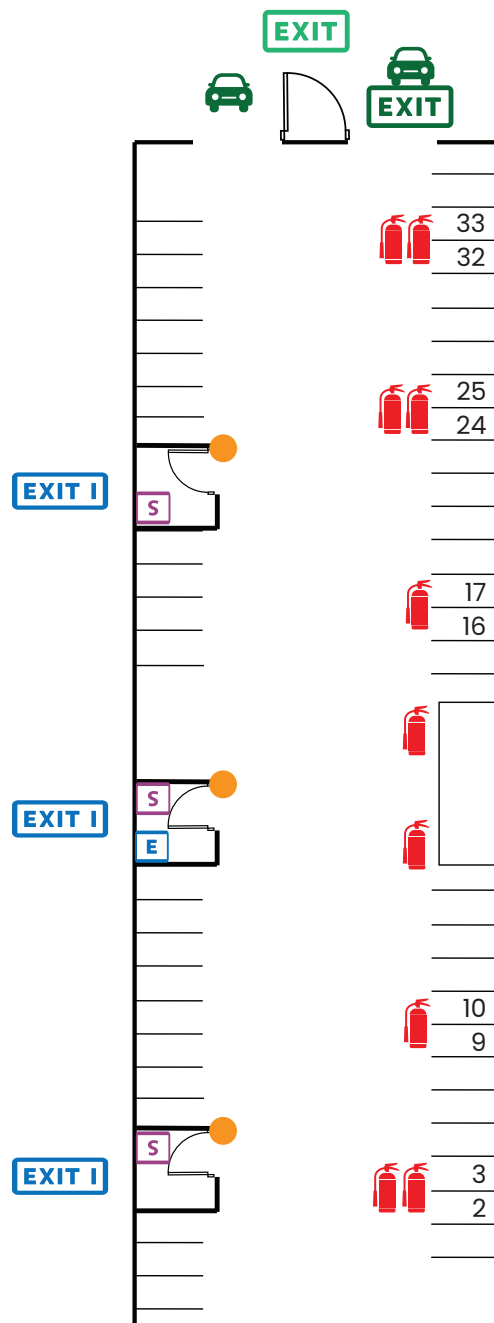
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Fire Safety Map: Garage 1455 (3)

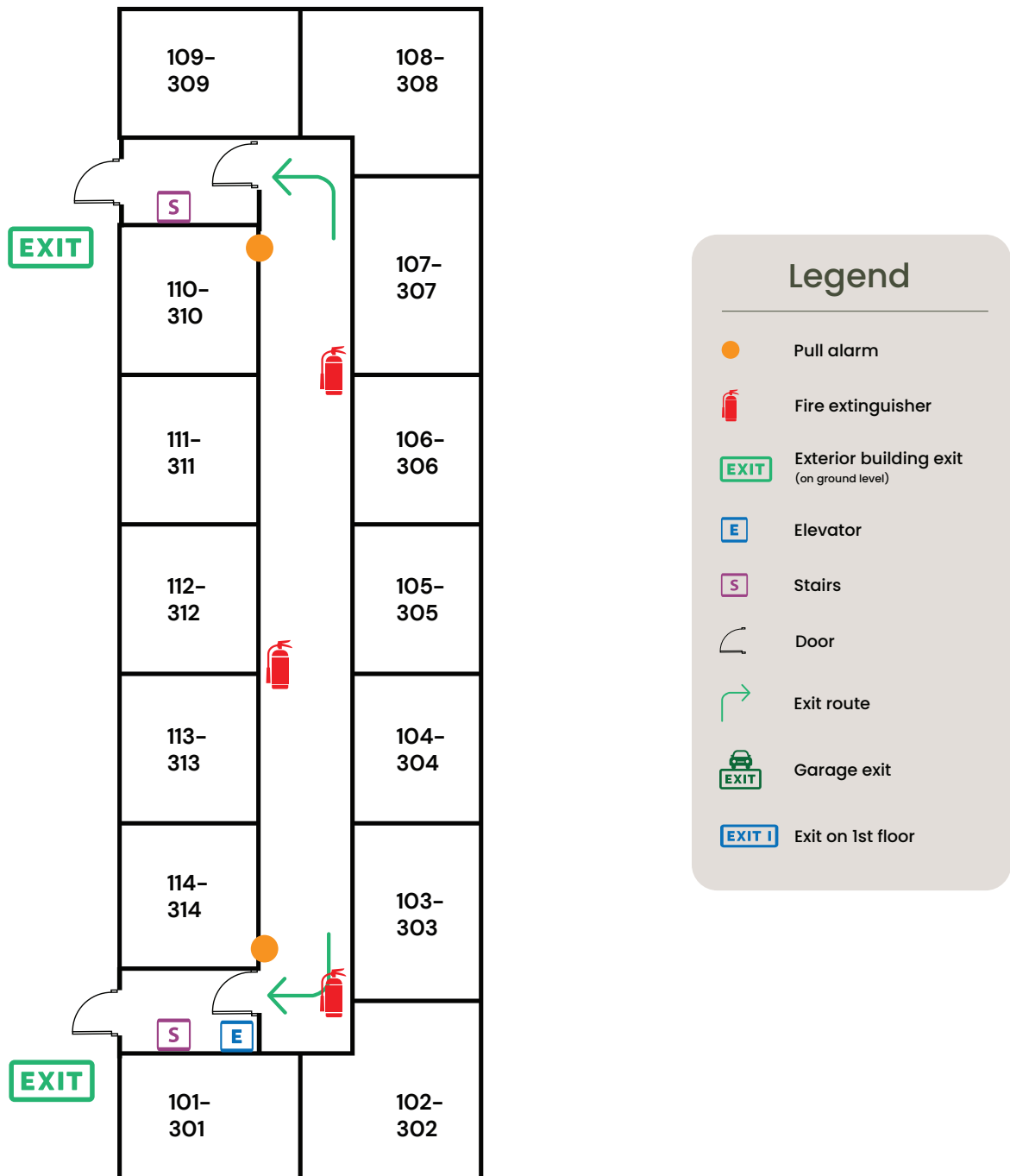
This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your garage. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread. Please note that garage doors may not be operational during a fire evacuation event, and you may need to find the closest passenger door leading to the nearest building exit.



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Fire Safety Map: Building 1465 (4)

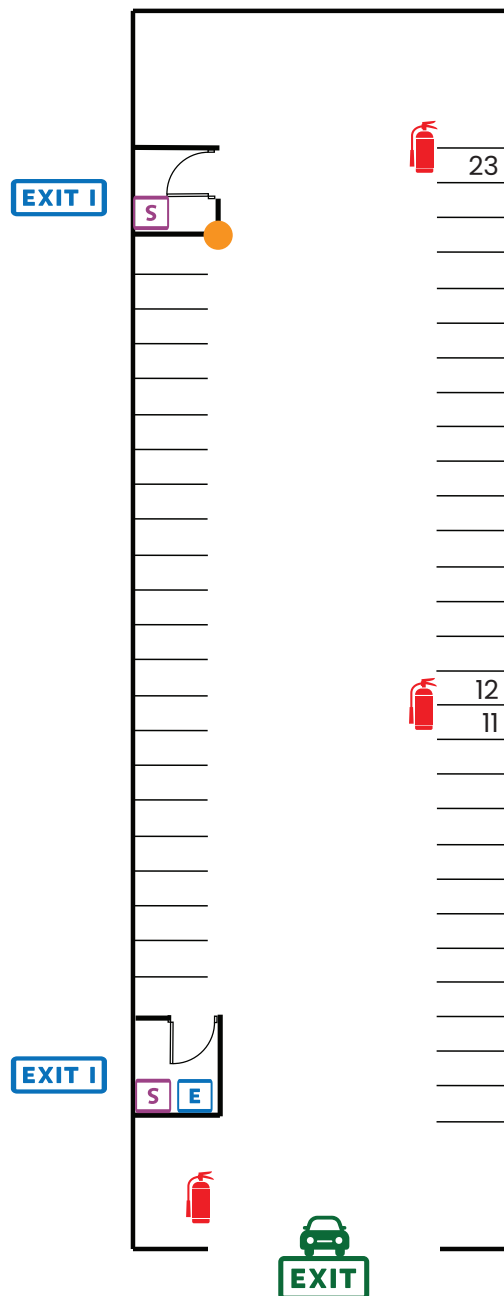
This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your building. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread.



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Fire Safety Map: Garage 1465 (4)

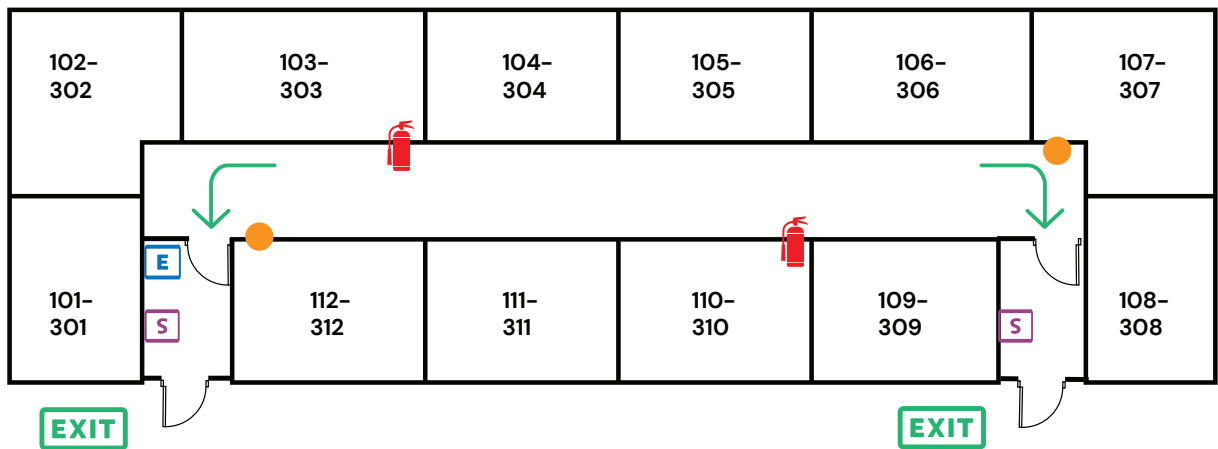
This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your garage. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread. Please note that garage doors may not be operational during a fire evacuation event, and you may need to find the closest passenger door leading to the nearest building exit.



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Fire Safety Map: Building 1475 (5)

This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your building. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread.



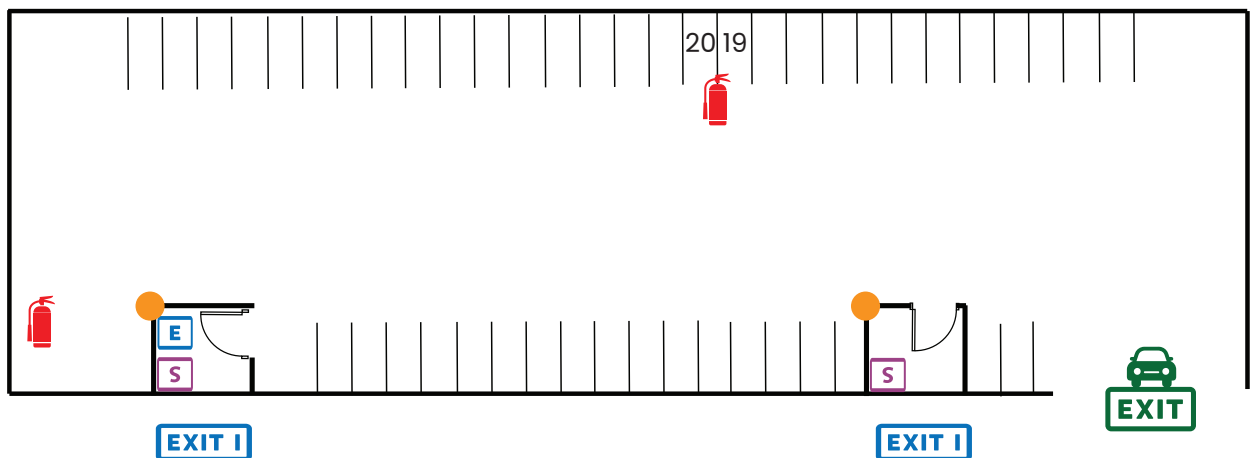
Legend

-  Pull alarm
-  Fire extinguisher
-  Exterior building exit
(on ground level)
-  Elevator
-  Stairs
-  Door
-  Exit route
-  Garage exit
-  Exit on 1st floor

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Fire Safety Map: Garage 1475 (5)

This map shows the locations of fire extinguishers and pull alarms and indicates evacuation routes in your garage. In the event of a fire, choose the safest evacuation route based on your location and the fire's spread. Please note that garage doors may not be operational during a fire evacuation event, and you may need to find the closest passenger door leading to the nearest building exit.



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