



Fire Emergency Guide for Apartment Buildings

The City of Fargo has adopted the 2021 International Fire Code (IFC). (Fargo Municipal Code, Chapter 9-0701) According to 2021, IFC section 403.9.2.1 *Fire emergency guides shall be provided*; section 403.9.2.2.3 further specifies *a copy of the emergency guide shall be given to each tenant prior to initial occupancy*. The guide should reflect the needs of your residents and the specifics of your building. The Fargo Fire Department is providing the following guide as a template that may be adapted to each apartment building for distribution.

At a minimum, the guide should:

Describe the location of fire protection equipment

- Alarm systems – Include a plan for what to do when they sound. Some buildings are monitored and automatically call 911 when there is an alarm. Some alarms only sound locally and 911 needs to be called.
- Smoke alarms – Ensure batteries are installed and detectors are in good working order. Smoke alarms should be replaced every 10 years.
- Fire extinguishers – Location is marked throughout the building and strikers are attached if they are in a cabinet behind glass.

Include an emergency evacuation plan for each dwelling unit

- Exits shall be clearly marked. Ensure all snow/ice is clear and exits are functional.

Cooking

- Residents are following safe cooking procedures by:
 - Staying nearby when cooking or grilling
 - Turning handles in and having a lid nearby in case of a flair-up
 - Maintaining a clean stove and oven
 - Do not store items on or in an oven

Grilling

- Charcoal grills are not allowed on balconies or decks
- Ensure propane grills are clean and in good working order. Always stay near the grill when cooking.

Smoking

- Safe disposal of smoking materials is followed. Butt cans are provided when possible. Residents shall not use improper receptacles on their decks. Flowerpots and plastic containers shall not be used for disposing of smoking materials.

Emergency Guide for _____ (address)

Smoke detectors & alarm systems

- If there is a fire, leave the building immediately using the nearest EXIT.
 - If SMOKE blocks the nearest exit, go to a second EXIT. If you can't exit the building, close your apartment door and go to a window or balcony.
- If the smoke detector in your apartment unit alarms, check for smoke or fire in your apartment.
 - If the detector beeps intermittently, the battery may need to be replaced.
- If the building alarm system makes a loud noise, evacuate the building. **Call 911.**
- If there is a small fire and you feel safe doing so, find the nearest fire extinguisher to extinguish the fire. Use the PASS method. Call 911.
 - Pull the pin
 - Aim the nozzle at the base of the fire
 - Squeeze the handle
 - Sweep across the base of the fire
- If smoke is obscuring your vision never stay to fight a fire. Evacuate immediately.

Cooking

- ALWAYS stay near the stove or oven when cooking
- Turn handles in so they don't get bumped and spill hot food or liquid
- Have a lid nearby in case of a flare-up
- Keep the stove and oven clean to reduce the chance of a grease fire

Grilling

- Charcoal grills are not allowed on decks or balconies
- Keep propane grills clean and in good working order. Stay near the grill while cooling. Always shut them off immediately after you finish grilling

Smoking

- When extinguishing smoking materials, always make sure to put them out properly. Flower pots with peat moss and plastic coffee cans are not appropriate and have been the cause of fires in Fargo.
 - A metal can filled with sand and a cover works well
 - Receptacles are available for purchase locally and online

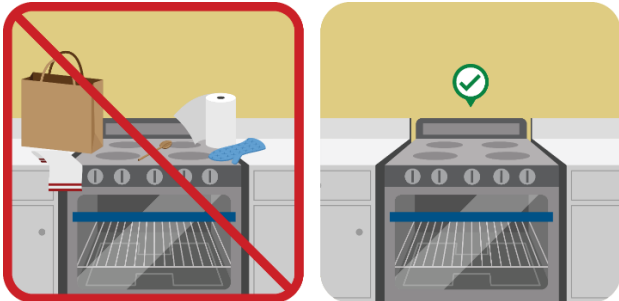
Stay in the kitchen when cooking – Keep an eye on what you fry!



Turn pot handles to the back - Use a lid to cover the pan



Keep anything that can catch fire away from your stovetop – including loose clothing



Take care disposing of cigarettes – ALWAYS discard them properly!

