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August 1, 2022

**TO THE UNIT-OWNERS OF  
DAG HAMMARSKJOLD TOWER CONDOMINIUM**

Ladies & Gentlemen,

Earlier this year the Mayor's office issued an Executive Order to increase coordination between HPD and FDNY on fire safety requirements.

The executive order states that the HPD will now be looking for certain FDNY violating conditions, mainly the Fire safety plan sticker behind doors and self-closing doors. We are enclosing copies of the fire safety notice for your attention. It is a requirement that these notices are posted inside dwelling doors of each apartment. The size of the Fire Safety guide shall be no smaller than 5 ½ inches by 8 ½ inches in size.

If the notices are not posted violations may be issued to the building. If violations are issue it will be the owner's responsibility to pay all fines and fees associated with such.

Over the next few weeks we will be issuing the stickers or your staff will be affixing them directly to the inside of dwelling doors.

We thank you for your cooperation in keeping the building's residents and staff safe.

Very truly yours,

A handwritten signature in cursive script that reads 'Kaswaree Narine Cleary'.

Cc: Board of Managers, Tony Radoina

## **FIRE SAFETY NOTICE**

**IN THE EVENT OF FIRE, STAY CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:**

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

### **If The Fire Is In Your Apartment**

- Close the door to the room where the fire is and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- DO NOT USE THE ELEVATOR.
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

### **If The Fire Is Not In Your Apartment**

- Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.