



Channel Club Tower Association, Inc.

One Channel Drive
Monmouth Beach NJ 07750

CHANNEL CLUB TOWER FIRE EMERGENCY PROCEDURES

This guide was assembled by your Board of Directors with the coordination of our Monmouth Beach Fire Chief, and the NJ State Fire Code Officer. It is suggested that each resident take a few minutes to **READ** and **DIGEST** this information for future reference.

1. If the fire is in your unit, immediately call 911 informing them that it is in Channel Club Tower Unit # _____. If you can leave, **SHUT**, **"BUT DO NOT LOCK"** your door behind you. If you can't leave, go to your balcony, shut the door, and wait for assistance. If the problem is merely smoke caused by something overcooked on the kitchen stove and/or barbecue, **DO NOT**, repeat, **DO NOT** vent into the corridor because, with our extremely sensitive smoke detectors, chances are that it will trigger the detectors needlessly summoning the Fire Department.
2. If the Alarm sounds due to a problem outside of your unit, listen for instructions that will be provided through the all call system and the speakers in the corridor. The "warning horn" from the all call will be sounded prior to the announcement. Normally, you will be instructed to remain calm and stay in your unit. **PLEASE** do not call the front desk over the intercom or telephone since this will tie up their lines and block communications to units which may actually be involved in an emergency situation. The instructions will be repeated a number of times so don't panic if you miss them the first time.
3. If you or your floor is told to evacuate by the fire company, feel the door first...if the **DOOR IS COOL**, open slowly and make your way to the nearest **STAIRWAY**. **NEVER** attempt to use the elevators – always use the stairs. Again, **"Shut but do not lock your door"** as you leave.
4. You should be familiar with the location of all exit stairways on the floor. In addition, you and your family should discuss, in advance, what you will do if the closest exit cannot be used. It is possible that the exit signs and/or hallway lighting may be out of service. Know the locations well enough to locate the exits in the dark. Since your family may be separated while leaving the building, pre-determine a location to meet after leaving the building. Do not attempt to return to your unit until the Fire Department has authorized your return and the "all clear" is announced.

**PLEASE SEE REVERSE SIDE FOR THE LOCATION OF THE STAIRWELLS
IN YOUR HALLWAY**