



## Incident Report

**Prepared By:** Stephen Cicala

**Property:** 450 Green Apartments

**Date of Incident:** 10-22-2019

**Time of Incident:** 10:00:00

**Location of Incident:** Apartment N109.

**Description of Incident:** At exactly 10 AM on October 22, 2019, I heard a smoke detector going off in one of the apartments. I found the alarm coming from apartment N109. I knocked on the door and received no response, however I entered the apartment due to smoke coming out of the front door. When I went inside the apartment, the apartment was filled with smoke and I noticed a pot on the stove where the smoke was coming from. I remove the pot from the burner, turn the burner off, turned on the exhaust fan and opened the living room windows for ventilation. I inspected the apartment and found no one was present in the apartment.

**Corrective action taken at the time of the incident:** I took pictures of the apartment at the time of the incident, please see the attached.

**What we have done related to Customer Service and helping the resident, if anything?:** I called the resident but received no answer and left a voicemail. The resident came to the office about an hour after my voicemail to tell us that she had ran out of the apartment because she had to go to the hospital. She said her father has cancer and she became very emotional when talking to Andrea Reusser and I. We gave our sympathy however we also said to her to be more careful in the future because she could have had a fire in her apartment.

**Witnesses names and phone number:** N/a

**Is criminal activity involved?:** No





