



Fire Safety Checklist

Equipment

- ✓ Make sure there are smoke detectors in every bedroom.
- ✓ Check your smoke detectors once a month to ensure they are working; change batteries when necessary (the detector will beep steadily over time if batteries are running low).
- ✓ Carbon Monoxide detectors should also be installed and working properly (this is the responsibility of the landlord/property owner).
- ✓ Make sure there is a fire extinguisher in or near the kitchen.

Evacuation Plan

- ✓ Take fire alarms seriously—don't ignore them or wait to see fire or smoke.
- ✓ Learn the location of all building exits. Make sure you and your roommates have a safe fire escape plan that includes at least 2 different exits and practice your plan.
- ✓ Check with your landlord to see if s/he has an established plan.
- ✓ When establishing your evacuation the plan, be sure to consider stairs, hallways and windows that can be used as fire-escape routes. It may be helpful to draw out your plan and display it where all roommates can see.
- ✓ Make sure windows and doors are easy to open and easily passable.
- ✓ Never block hallways or stairs with bicycles, boxes, furniture, trash or other items. In the event of an emergency the corridors and stairwells are your lifeline to safety and the outdoors.
- ✓ If you hear the fire alarm, leave the building immediately. In a fire, time is crucial. Don't waste time getting dressed or searching for pets or valuables. Just get out!
- ✓ Knock on doors as you leave and yell "FIRE!"
- ✓ Close doors behind you—it can help fire from spreading.
- ✓ Use the stairs—never use an elevator during a fire.
- ✓ If you have to escape through smoke, crawl and stay low to the ground—keep your head 1-2 feet above the floor where air is cleanest.

- ✓ Feel all doors before opening. If a door is hot, leave another way.
- ✓ Stop, drop to the ground and roll if your clothes catch fire.
- ✓ Post emergency numbers near telephones.
- ✓ Get outside right away then call fire authorities from a safe location.
- ✓ If you are unable to escape during a fire, call the fire department and tell them where you are. Seal your door with towels/rags and signal from your window. Open windows slightly at the top and bottom but close if smoke rushes in.
- ✓ After a fire, stay out of the damaged building. Return only when fire authorities deem it is safe.

General Tips

- ✓ Don't overload outlets.
- ✓ Halogen, lamps generate extreme temperatures and are not recommended. Use extreme caution with candles, toasters, grills, hot plates, incenses, or space heaters.
- ✓ When cooking, never leave stove/oven unattended.
- ✓ If a fire starts in the microwave, keep the door closed and unplug the unit. Do not try to remove burning contents.
- ✓ If you or your roommates smoke, use an ashtray for smoking materials. Never empty hot ashes into a trash receptacle. Let ashes cool overnight before discarding them or discard into water to ensure that they are completely out.
- ✓ Don't smoke in bed.
- ✓ Avoid smoking if you're tired or have been drinking.
- ✓ Don't leave burning candles or incense unattended.
- ✓ Keep curtains, wall hangings or anything that burns away from lit candles.
- ✓ Use sturdy candle holders and don't let candles burn down all the way or drip onto anything that can burn.
- ✓ Never leave appliances such as hair dryers or irons on unattended.
- ✓ Flammable fuels like propane or gasoline should never be stored indoors.
- ✓ Have flashlights available for power outages or other emergencies instead of candles.