



Community Fire Safety Operational Guide

Participant Guideline

When to Call 9-1-1

Many people are hesitant to call 9-1-1 because they are unsure if their situation is an emergency or they don't want to be a bother. Always call 9-1-1 if you see or know of:

- Fires
- Medical emergencies
- Crimes

When in doubt, call.



Five Quick Tips

1. Make sure emergency responders can clearly and easily see your house number.
2. Have someone meet the emergency responders at the street or driveway and turn your porch light on.
3. Advise the emergency responders of any special circumstance prior to entry, e.g., dogs, hazards.
4. Do not block access to fire hydrants with cars, fences or other obstructions.
5. No matter what happens, stay calm.

Calling 9-1-1 from Home

Many areas have Enhanced 9-1-1 (E 9-1-1): when a call is placed to 9-1-1, the call taker is automatically given the location of the call. Even with E 9-1-1, always confirm your location with the call taker.

When talking to the call taker:

- Speak calmly and clearly.
- Provide the address or location of the emergency.
- Provide the phone number you're calling from. Regardless of E 9-1-1.
- Describe the emergency.
- Give your name and information about who is involved.
- Answer all other questions as quickly and accurately as possible.
- Receive instructions given to you by the call taker.
- Stay on the phone until the call taker advises otherwise.

Calling 9-1-1 from a Cell Phone

Cell phones do not have the E 9-1-1 capability, so the call taker will not know where you are calling from.

- Speak calmly and clearly.
- Provide the exact location or address where help is needed.
- Know what city or county you are in.
- Locate mile markers on interstates, exit numbers and major landmarks.
- After the call taker has obtained all information, leave your phone turned on in case you need to be contacted for further assistance.

"Smoke Detectors and Exit Drills in the Home...A Plan You Can Live With"



Campus Fire Safety



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Safety Tips for Your Dormitory or Off-Campus Housing

- Always give preference to buildings that are equipped with full sprinkler systems.
- Ensure the building is equipped with smoke detectors. Test the ones in apartments and homes on a monthly basis.
- Establish a rule with all roommates that there will be no smoking in the dorm, apartment or home.
- Have a properly operating flashlight in each bedroom and the living room areas in the event of a power outage.
- Check dormitory or apartment building rules concerning cooking and outside grill use.
- Never leave the dormitory room or home while candles are burning.
- Establish an escape plan for your apartment or home and have a designated meeting place.

If you live in a dormitory, learn the evacuation plan and meeting place.



Five Quick Tips

1. Ensure the smoke detectors in your dorm, house or apartment are functioning properly and are tested and dusted monthly.
2. Develop an escape plan and have an established meeting place.
3. If you smoke, only smoke outside and place the discarded cigarettes in an approved container. NEVER smoke in bed.
4. Use caution with candles, and never leave the home or go to sleep with a candle burning.
5. Always stay in the kitchen when cooking, especially when cooking with grease or oil.

Plan and Practice an Escape Plan for Your Off-Campus Apartment or Home

- Knowing where to go is critical in the event of a fire. Knowing how to get there may save your life. Develop a fire escape plan to ensure your survival in the event of a fire.
- Make sure you have two ways out of every living space.
- A fire escape ladder is an excellent investment for second floor bedrooms.
- Designate a meeting place where everyone should report in the event of an evacuation.
- Test and dust your smoke detector each month. If a smoke detector activates, go directly to the designated meeting place. Stay out until the problem is identified and the building is safe to re-enter.
- Call 9-1-1 from a neighbor's home or a cell phone once you are safely outside.

Stay Safe When Cooking on Campus

- Follow all dormitory rules in respect to cooking in a dorm room. Never leave cooking food unattended, especially when cooking with grease or oil.
- Check with the local fire department concerning regulations on the use of LP Gas and charcoal grills on decks and balconies.
- It is best not to cook late at night when you may be sleepy or drowsy from medicine.
- Make a habit of unplugging hot plates and coffee makers after each use.

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Carbon Monoxide Detectors



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Carbon monoxide is an odorless, colorless and tasteless gas. It is a by-product of combustion when any fossil fuel is burned, including: wood, heating oil, charcoal, kerosene, LP Gas and natural gas. If any of these fuels are utilized as a heat source, a cooking source or a means to heat water in your home, we ask you to please follow these simple rules:

- Install a carbon monoxide detector, which has a testing laboratory label such as FM or UL, on each level of your home.
- Have your oil or gas furnace serviced and inspected each year before heating season.
- When utilizing stand alone devices such as kerosene or LP Gas heaters, ensure you have a window or door slightly open to allow fresh air to enter the room.
- If you install any type of heater that burns a fossil fuel, contact your local building official to ensure the item is installed to the proper building code.
- Never cook on a charcoal grill or gas grill in your home, garage, vehicle or tent.
- Never utilize an appliance that is questionable or in need of being repaired.



Five Quick Tips

1. Install a carbon monoxide detector in your home if you utilize fossil fuel powered appliances.
2. Always crack a window or door in a room with a kerosene or LP Gas heater.
3. Never cook on an LP Gas or charcoal grill in your home, tent, garage, camper or vehicle.
4. Never sleep in a room where a kerosene or LP Gas heater is burning.
5. Be extremely cautious when burning fossil fuels around infants or the elderly as they are much more susceptible to carbon monoxide poisoning.

Over 200 people die each year as a result of carbon monoxide poisoning.

Extended exposure to carbon monoxide fumes will cause the following symptoms:

- Headaches
- Fatigue
- Nausea
- Dizzy spells
- Confusion
- When these signs start appearing, they can often mimic someone coming down with "a touch of the flu."
- If you experience these symptoms and feel they are a result of carbon monoxide poisoning, cut off all fossil fuel appliances, move outside of the area to a fresh air source and call 9-1-1. Tell the first responders you possibly could have carbon monoxide poisoning.

Proper Installation Tips

- Always consult with your local building official and fire department to ensure your installation is completed according to code requirements.
- Always follow all manufacturers' recommendations on proper heater size for the area utilized as well as directions on installation, maintenance and use.
- Never utilize a vented-type heater without the proper ventilation and flue device (chimney).
- Install a carbon monoxide detector the same day as the appliance installation.

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Cooking Safety



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Helpful Hints to Prevent Injuries in the Kitchen

- Fires originating in the kitchen are the leading cause of accidental fires in the home. The leading cause of these types of fires is cooking with grease or oil.
- Proper housekeeping can reduce many fires in the kitchen. Ensure there is no excess grease or food scraps under burner covers or in the bottom of the stove.
- Always utilize the back burners of a stove, particularly if you have children in the home. Keep all pan handles facing the rear of the stove, and never leave them hanging over the stove front.
- If you or a family member receives a burn injury, immediately cool the area with cold tap water. If the burn forms a blister larger than a quarter, you should seek medical attention.
- If you leave the kitchen area of the home while you are cooking, always carry a cooking spoon or pot holder; this will help remind you to return to the kitchen.
- Be cautious; do not leave pot holders, towels or paper and plastic items on the stove top.



Five Quick Tips

1. Always stay in the kitchen when you are frying, broiling or grilling food.
2. Keep a pan top or a cookie sheet nearby whenever cooking. Cover a burning pan with either of these in the event of a fire.
3. Never pick up and move a burning pan from the top of the stove.
4. Install a fire extinguisher near the exit door from your kitchen. If a stove top fire is small enough, use the fire extinguisher to put out the fire.
5. Keep the cords to all electrical appliances wrapped so they do not hang over the counter, tempting a child to pull on them.

Charcoal and LP Gas Grilling Safety

- When cooking on your LP Gas or charcoal grill, it should be placed in the yard or the outer portion of your deck. Never put it against the home or any combustible surface.
- When grilling has been completed, make sure your LP Gas is closed at the bottle and charcoal briquettes have been completely extinguished with water.
- Only use commercial lighter fluid to start your charcoal. Never use gasoline, kerosene or any other flammable liquid.
- Never operate any type of grill inside your home, camper, garage, vehicle or tent.
- Store your spare LP Gas cylinder in a cool, shaded area; never keep it next to the grill. The cylinder should always be stored and transported upright.
- Check with your local building official or fire marshal concerning the use of gas or charcoal grills on a balcony.

Keeping Children Safe in the Kitchen

- Children should always be supervised whenever they are in the kitchen.
- Keep place mats and tablecloths off of the table when there are toddlers in the home, as they will reach up and use them for leverage to stand up.
- The temperatures reached on oven doors are hot enough to burn a child's hands; never operate the oven when toddlers are in the kitchen.
- Do not allow children to play with pots and pans, as they will see them hanging over the edge of the stove and grab them when they contain a hot liquid.

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Electrical Hazards

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Types of Electrical Hazards Related to Fires

According to the US Fire Administration, electrical fires claim almost 500 American lives each year and injure five times that number. Some electrical hazards include:

- Frayed electrical cords
- Improperly sized outlets and circuits
- Home appliances in need of repair
- Overloaded electrical cords or outlets
- Dryers needing cleaning and repairs
- Seasonal decorations



Five Quick Tips

1. Never overload an electrical outlet.
2. Use only grounded cords and appliances.
3. If light switches are hot to the touch and the lights flicker, have them checked by a professional.
4. Routinely check your electrical appliances and wiring for damage.
5. Never use electrical appliances around water.

Electrical Hazard Information

Electrical problems account for over 65,000 fires a year. Most of these problems could have been prevented. In case of an electrical emergency:

- Call 9-1-1.
- Know where to shut off the main power in case an electrical emergency occurs.
- If an appliance is smoking or arching, unplug it if it can be done safely.
- Never touch or try to move an energized bare wire or energized appliance.
- Never insert or use a metal tool in an electrical appliance while energized.

Electrical Information

- When remodeling or building follow the National Electrical Code and install adequate or extra outlets.
- Make sure you have ground fault receptacles in the kitchen, bathrooms, and outside areas.
- Make sure when using extension cords that the cord is rated to handle the electrical load you are trying to use.
- Following manufacturers' instructions for seasonal lighting.

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Fire Extinguishers

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What Are the Different Types of Fire Extinguishers?

There are basically three different types of fire extinguishing agents for home use. Portable fire extinguishers are labeled according to the type of fire they are used for: pressurized water for type "A" fires; carbon dioxide for Type "B" fires; and dry chemical for type "C" fires or multipurpose dry chemical for type A, B and C fires. Fires involving ordinary combustible products, flammable liquids and electrical fires all react differently to the type of extinguisher being used. The three classes for home use are:



Type "A" fire extinguishers are used for ordinary combustible products such as paper, wood, rubber and many plastics.



Type "B" fire extinguishers are used for flammable liquid fires such as grease, oil, gasoline and solvents.



Type "C" fire extinguishers are used for electrical fires in wiring, fuse boxes, electrical equipment and other devices powered by electrical current.



Five Quick Tips

1. If there is a fire call 9-1-1.
2. Know how to use a fire extinguisher and understand the risks of fighting a fire.
3. If the fire is too large, do not attempt the use of a fire extinguisher.
4. If it is too hot and smokey get out.
5. Make sure you have a safe fire escape route behind you.

Proper Use of Fire Extinguishers

Get proper training on the use, care and maintenance of your fire extinguisher.

Remember: fire extinguishers are not meant to fight a large or spreading fire.

Know the acronym **P.A.S.S.** when operating a fire extinguisher.

- **P**ull the ring pin
- **A**im the nozzle at the base of the fire
- **S**queeze the handle
- **S**weep the nozzle from side to side at the base of the fire

Make sure your fire extinguisher is the right type for the fire you are extinguishing.

Is Your Fire Extinguisher...

- Accessible and not blocked by furniture and other objects.
- Still pressurized with the gauge in the green zone.
- Nozzle clear and unobstructed.
- Pull pin and tamper seal still in place.
- Free of rust and signs of wear.

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Fireplace and Woodstove Safety



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Fireplace and Woodstove Safety

- Your chimney and flue pipe should be inspected before each burning season to ensure they are clear of debris, the surface is clean, and there are no cracks or missing mortar.
- Installing a chimney cap will prevent debris and animals from entering your fireplace or home. Also ensure the top of the chimney is clear of overhanging tree limbs.
- Ashes can stay hot for several days. When disposing, always place them in a metal container with a tight fitting lid; never dispose of them in a paper bag or cardboard box.
- Ashes should never be cleaned out of a fireplace or woodstove with any type of vacuuming device.
- Never burn wrapping paper or trash in your fireplace or woodstove; embers may start a chimney fire or flying embers could catch the roof on fire.
- Always have a protective screen in front of the fireplace to keep sparks from entering the room. Screens also keep pets and curious children away from hot surfaces.



Five Quick Tips

1. Always ensure you completely open the damper before starting a fire in your fireplace.
2. Never use gasoline, kerosene charcoal lighter or any type of flammable liquid to light or re-light the fire.
3. Only burn dry seasoned wood in your fireplace or woodstove.
4. Always wear gloves when adding wood to the fire.
5. Place a fireproof rug in front of the fireplace to keep sparks or embers from reaching carpet or wood floors.

Proper Woodstove Installation

- Check with your local building official's office for permit processes before installing a woodstove or constructing a fireplace in your home.
- Check the manufacturer's recommendations to ensure the stove you are installing is the proper size for the area you are heating.
- When selecting a stove, ensure that it is listed by one of the testing laboratories, such as UL or FM.
- Ensure the space you are installing the stove will have a 36 inch clearance from any combustibles.
- If you are not installing the stove on a non-combustible floor, install an approved floor protection device that extends 12 inches beyond the stove on the sides and back and no less than 18 inches from the side where the wood is placed into the stove.

Childproof Your Fireplace

- Install a latch on your fireplace or woodstove doors to keep children from opening them.
- Remove all combustible items from the fireplace/woodstove hearth; this would include newspapers, blankets or pillows.
- Install a fireplace gate in front of the hearth, this will keep toddlers and children a safe distance from the fireplace or woodstove.
- Start a test fire and determine how hot the doors get and if embers or ashes fly out when the doors are open.

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Home Fire Escape Planning



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Exit Drills In The Home (EDITH)

Most fires in the home occur between 8 p.m. and 8 a.m. Consequently, it is very important that every household have a home escape plan so each person can get out quickly and safely. These plans need to be practiced over and over so everyone knows exactly what to do and where the meeting place is located.

Statistics show that only one in four households have created and practiced a fire escape plan. More than 4000 Americans die each year in fires, and eight times as many are injured.

According to the US Fire Administration, a sound fire escape plan will greatly reduce the potential for entrapment, and it will protect you and your family if a fire were to occur.



Five Quick Tips

1. Create a fire escape plan.
2. Involve all family members when creating the plan.
3. Establish a safe meeting place.
4. Understand the dangers of smoke and how to react.
5. Practice your plan so that each person knows exactly what to do and where to go.

Fire Escape Planning

Each family member must know exactly what to do in case of a fire in their home. It is important to practice EDITH, Exit Drills In The Home.

- Plan in advance by making sure you have working smoke detectors in the home.
- In your escape route, include two exits from each room if possible.
- Practice your plan at night and during the day at least twice a year. Use different escape routes.
- Have an outside meeting place a safe distance from the house, such as the mailbox.
- Teach your children to escape on their own in case you cannot get to them.
- Provide for those that require additional help such as the disabled, infants, or the elderly. Include these provisions in the escape plan and practice them.

Dealing with Smoke and Heat

- Smoke and heat rises. This is why firefighters crawl through buildings on their hands and knees.
- Stay low. If you stand up smoke may blind and choke you before you can escape.
- Smoke can be fatal. Most fire victims die from smoke, not fire.
- Drop and crawl. When you encounter smoke, drop to your knees or stomach and crawl to the nearest exit.
- With the back of your hand, test the exit door for heat. If it is hot, find another exit.

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Home Fire Safety Inspection



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Easy Steps to Completing a Home Fire Safety Inspection

Over 90% of the fire fatalities experienced in the United States occur in single family and multi-family dwellings. Additionally, fires in these same dwellings account for over 80% of all fire related injuries. Unfortunately, the place where all these fatalities and injuries occur is the only place your local fire department cannot inspect, your home. Knowing this, the Virginia State Fire and EMS Association encourages you to take it upon yourself to safeguard your family and perform a fire safety inspection in your home at least twice a year.

- Make the home inspection a family project and include everyone in the process.
- Utilize the Home Fire Safety Checklists provided by your instructor to complete the inspection of your home.
- The inspection should be performed twice a year: once in the spring and once in the fall.
- Once deficiencies are identified, make it a priority to correct them immediately.



Five Quick Tips

1. Schedule a fire safety inspection and include the entire family in the process.
2. Make corrections as soon as problems are found, and assign unresolved tasks to family members to be completed within two weeks.
3. Do not overlook areas such as crawl spaces, porches and attics.
4. Speak to your home owner's insurance agent to check for potential savings due to your safety efforts.
5. DO NOT PROCRASTINATE.

Simple Steps for Your Home Fire Inspection

- Be prepared with several items to assist you, including: step ladder, screwdrivers, pliers, batteries, gloves, eye protection and checklist.
- Start on the lowest level of your home and work up. Finish by inspecting the outside and garage areas.
- If you can make corrections immediately, do so. If not, make notes on what will be required to make corrections, and assign the tasks to a specific family member for completion.
- If corrections are beyond your expertise, hire a professional to make them.
- Maintain all inspection records to refer to during subsequent inspections.

Critical Tasks for Each Inspection

- Dust and clean your smoke detector, and replace batteries if needed.
- Remove covers of all vent fans, and thoroughly clean the fan motor and blades as well as the cover (ALWAYS DISCONNECT THE POWER FIRST).
- Change all furnace filters.
- Move dryer, and clean thoroughly underneath it. Also clean out the dryer vent pipe.
- Remove all accumulated clutter, newspapers, clothing and trash.

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Residential Fire Sprinkler Systems



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What is a Residential Fire Sprinkler System?

- Residential fire sprinklers are very similar to commercial sprinkler systems. They are devices installed in homes that attack a fire in its early stages by discharging water. It has been well established that fire sprinklers are extremely effective in controlling and extinguishing a fire in its earliest stages, thereby limiting property loss and reducing injuries and deaths.
- Wet-pipe sprinklers combined with hard-wired, interconnected smoke alarms maximize home fire safety.
- In home fires deemed large enough to activate fire sprinklers, sprinklers were effective 99% of the time.
- If you have a fire in your home, the risk of dying decreases by about 80% when sprinklers are present.



Five Quick Tips

- Never attach or hang items from sprinkler heads.
- Do not paint or cover sprinkler heads.
- Make sure heads are free of dust and debris.
- Notify your insurance company of your home fire sprinkler system for a possible discount.
- Most fire fatalities happen in homes. Residential fire sprinkler systems can help reduce that statistic.

Facts & Myths

- Myth:** A smoke detector is enough protection.
Fact: *Smoke detectors alert you to, but do nothing to extinguish a fire.*
- Myth:** Water damage from a sprinkler system will cause more damage than the fire.
Fact: *Water damage from a home sprinkler system will be much less than the damage caused by water from firefighting hose lines.*
- Myth:** When a fire occurs, every sprinkler head goes off.
Fact: *Sprinkler heads are individually activated by heat.*
- Myth:** Sprinklers are not effective for life safety.
Fact: *With working sprinkler in place, there is a greater chance for survival.*

Sprinkler System Cost

The cost of a sprinkler system varies depending on whether it is installed during the home construction or is a retrofitted system.

The installation cost for a new house under construction runs approximately \$1.00 to \$2.50 per square foot.

Retrofitting a sprinkler system may cost from \$2.00 to \$4.00 per square foot.

Insurance and other price discounts for having a system that protects your property may reduce the cost of your homeowner's insurance.

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Safety with Candles



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Safe Use of Candles in Your Home

- Always ensure your candles are placed in a sturdy and fireproof container designed for candle use, preferably one made of glass or metal.
- The candle holder should be large enough to catch all dripping and melting wax from the candle.
- Always place the candle holder on a sturdy and heat-resistant surface and ensure it is out of reach of little hands and four-legged friends.
- Never touch a burning candle, and never attempt to move a candle when the wax is liquid or when the candle is still burning.
- Ensure your candle is completely extinguished and the wick has stopped glowing before you leave the room where the candle is located.
- Be extremely cautious when using candles during power outages. Never use a candle as a light source in closets or to assist with fueling equipment such as generators or oil lamps.



Five Quick Tips

1. Make sure there is plenty of clearance above and around your candles before lighting them.
2. Each time before you light any candle, trim the candle wick to 1/4 inch in length.
3. If a candle smokes or flickers excessively, or the flame burns extremely high, extinguish the candle and let cool down. Then trim the wick to 1/4 inch and relight.
4. The easiest method of extinguishing a candle is to use a candle snuffer.
5. Never extinguish a candle with water, as the water can cause the hot wax to splatter. You also can cause glass containers to break.

Candle Placement

- Never place a candle near anything that could potentially catch on fire, particularly bedding, draperies, paper and decorations, or on a carpeted surface.
- Never place a burning candle in greenery, such as table decorations, wreaths or a Christmas tree.
- Never place a candle on a fireplace hearth or shelf where there is something hanging above, such as a picture or wreath.
- Never place a candle near play areas for children or four-legged friends.
- Place candles in areas that are away from vents, ceiling fans and drafty areas where items could be blown into the flame.

Battery-Powered Candles

- Battery-powered candles are safe, cool and flameless.
- Consider investing in battery-powered candles for your decoration needs.
- Battery-powered candles come in a variety of shapes, sizes, and colors and give the appearance of a traditional candle.
- Many battery-powered candles are rechargeable, providing a lifetime of use for a minimal investment.

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Safety with Gasoline

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Safety Tips for Filling Gasoline Cans

- Always shut off the ignition to the vehicle before you refuel a gasoline container.
- Never fill a gasoline container that is in the trunk of a car or the bed of a truck, as built up static electricity can cause a spark, and potentially ignite the gasoline container.
- Always place the gasoline container to be filled on the ground next to the gas pump.
- Only utilize and store gasoline in containers approved by state and federal authorities. NEVER store a flammable liquid in a glass container.
- Never get back into the vehicle while the gasoline container is being filled, as static electricity can occur when you move across the seat and can discharge when you touch the nozzle pumping the gasoline.
- Do not smoke, strike matches or activate lighters when refueling a gasoline container.
- In the case of a fire at a gas pump, leave the nozzle in place, safely and quickly move away from the tank, notify the attendant at the station, and locate and activate the emergency shutoff.



Five Quick Tips

1. Always store gasoline and any flammable liquid in a container approved by state and federal authorities.
2. When filling portable gasoline containers, always remove them from a trunk or truck bed, and place them on the ground next to the gas pump.
3. Never smoke when refueling any gasoline appliance.
4. Never utilize gasoline to start a fire or restart a fire that is smoldering.
5. Never utilize gasoline to clean auto parts, to clean up paint or to wash your hands.

Safe Use and Storage of Gasoline

- Always store gasoline and any flammable liquid in a container approved by state and federal authorities.
- NEVER store flammable liquids in a glass container.
- Store your gasoline and other flammable fuel containers in a well ventilated area and away from any ignition sources.
- Small spills can be soaked up with commercial absorbent, as well as cat litter.
- Never utilize gasoline to clean auto parts, to clean up paint or to wash your hands.
- When transporting gasoline containers, make sure the lids are tight, and the cans are properly secured.

Refueling Gasoline Appliances

- Always turn the power off to the appliance before refueling.
- It is best to let the appliance cool down before refueling.
- Always remember to place the fuel cap back on the appliance, as well as the gasoline container.
- Never smoke when refueling any gasoline appliance.
- Do not refuel your appliances in an area that has an ignition source, such as an LP Gas water heater.

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Seasonal and Holiday Safety



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Seasonal and Holiday Safety

Three major holidays that raise fire concerns are the Fourth of July, Halloween and the Christmas season. Each year, more and more people are getting injured during the holiday season because they do not exercise safe practices.

- The Fourth of July traditionally creates the most substantial amount of fire injuries due to fireworks. Fireworks cause millions of dollars in damages annually.
- Fireworks are responsible for over 12,000 injuries annually, with about 60% of those injuries happening around the Fourth of July.
- Costumes for Halloween should be fire retardant. The use of sheets and other linens is discouraged.
- Holiday lighting and displays must be properly constructed and set up to ensure the safety of your home.



Five Quick Tips

1. Only use UL listed and approved lighting and fixtures.
2. Purchase only flame retardant costumes.
3. "Legal fireworks" does not mean "safe fireworks."
4. Battery-powered candles are safe, cool and flameless.
5. Make sure that stoves and appliances are not left unattended during heavy cooking periods.

Holiday Safety Information

The Christmas season poses many electrical hazards and safety issues due to the amount of decorating done in homes to celebrate the holiday.

- Keep trees moist and treated with a fire retardant material, or use an artificial tree.
- Keep Menorahs and Kinaras on a stable base and three feet from any combustibles.
- Only use FM or UL listed lights, and keep children away from all electrical decorations.
- Leave fireworks to the professionals.
- Never use combustible materials in a haunted house. Do not block exits.

Fireworks

- Even if fireworks are legal in your area that does not mean they are safe.
- Most burn injuries from fireworks involve children.
- All fireworks are potential fire starters.
- Sparklers are the biggest danger to children as the tip temperature is about 1800 degrees.
- Never place firework devices in bottles or cans.

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Smoke Detectors

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What Are the Different Types of Smoke Detectors?

- **Ionization Detectors** – These types of smoke detectors sound in a quicker timeframe when there is a fast and flaming fire.
- **Photo-Electric Detectors** – These types of smoke detectors sound in a quicker timeframe when there is a smoky and smoldering fire.

What Are the Different Types of Power Sources?

- **9 Volt Battery Power** – These smoke detector batteries must be replaced at least every year, and the entire smoke detector should be replaced every 8 to 10 years.
- **Lithium Battery Power** – Long-lasting lithium batteries do not have to be replaced. The manufacturer suggests replacing the entire smoke detector every 8 to 10 years.
- **House Current Power** – Smoke detectors that are wired into the home may have a battery back-up if so, The 9 volt back-up battery should be replaced at least yearly. If the back-up battery is lithium powered, it will not need to be replaced. Smoke detector manufacturers suggest you replace your smoke detector every 8 to 10 years.



Five Quick Tips

1. Smoke detectors should be installed on every level of your home, as well as inside of all sleeping areas.
2. You should test your smoke detector each month.
3. You should lightly dust or vacuum your smoke detector after each test.
4. The entire smoke detector should be replaced every 8-10 years.
5. Your family should plan and practice a home escape plan during your smoke detector testing routine.

How to Maintain Your Smoke Detector

- You should test your smoke detector once a month with the test button and every six months with smoke from a blown out candle.
- You should remove the cover and gently vacuum or dust your smoke detector at least once a month.
- Standard 9 volt battery powered detectors should have the battery replaced each year; do this when you change your clock in the fall.
- Lithium battery powered smoke detectors do not need new batteries each year; instead, replace the entire detector after 8 to 10 years.
- Never paint over any portion of your smoke detector.
- If your smoke detector activates due to a fire in your home, the smoke detector should be replaced.

Where to Install Your Smoke Detector

- There should be a smoke detector on every level of your home.
- You should place a smoke detector in each bedroom.
- You should not install smoke detectors near fireplaces or wood stoves or in the kitchen; they tend to false alarm more frequently in those areas.
- Install smoke detectors at least three feet away from any air return or air vent.
- If you have to install your smoke detector on a wall, it should be placed at least 12 inches below the ceiling.

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Supplemental Heating

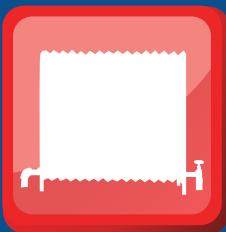
Community Fire Safety Operational Guide

Participant Guideline

What Are the Different Types of Supplemental Heating Devices?

Supplemental heating devices are used for warming in conjunction with or as a replacement to your home heating system. Some of those devices are:

- **Portable electric space heaters** - These frequently used supplemental devices are responsible for thousands of fires and many deaths annually.
- **Kerosene heaters** – Another heating device that is responsible for thousands of fires and many deaths annually
- **Wood Stoves** – Wood and coal burning appliances and chimney assemblies are responsible for over 100,000 fires annually and hundreds of fire related deaths.
- **Gas Heaters** – Likewise, many fire incidents involve gas heating appliances. These appliances account for almost 20,000 fires and several hundred fire fatalities each year.



Five Quick Tips

1. Keep children away from supplemental heating equipment.
2. Never use space heaters in the room where you sleep.
3. Keep heaters at least three feet away from combustibles.
4. Follow the manufacturer's recommendations.
5. Make sure you have working smoke detectors in your home, especially in the sleeping areas.

Supplemental Heating Safety

These appliances are involved in thousands of fire incidents and fire related fatalities. In order to keep your family safe, be sure to:

- Inspect your appliance before the heating season begins and look for frayed cords, wicks and pilot light function. Have your chimney cleaned and inspected by a reputable contractor.
- Be familiar with emergency shut offs for these appliances and make sure they are working.
- Keep appliances 3 feet from combustibles, and be sure there is adequate ventilation in the room.
- Be sure to fuel your appliance with the appropriate type fuel.

Supplemental Heating Safety (continued)

- Make sure you have a working smoke detector and a working carbon monoxide detector.
- Never use a vented appliance without proper venting.
- Make sure your burner is producing an adequate flame to prevent incomplete combustion.
- Follow all lighting instructions.
- Never check for gas leaks with a lighter.

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Vacation and Travel Safety



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Participant Guideline

Vacation and Travel Safety

We all get caught up in travel plans, but a few simple steps prior to any trip will help ensure you have a safe and fun vacation.

- Use your checklist to be sure you have turned off appliances, locked doors and windows, shut off the main water valve to house, left emergency contact information and addressed other items that will give you peace of mind and a worry-free vacation.
- Always carry reliable flashlights, and keep a flashlight in your carry-on bag when flying.
- If a fire starts in your hotel room, leave the room, follow the hotel escape route and always carry your room key.
- If the event of a fire alarm, check your door with the back of your hand before opening. If the door is cool, leave the room, follow the hotel escape route, and always carry your room key.



Five Quick Tips

1. Create a home checklist of "to do" items prior to leaving for vacation.
2. Carry flashlights with extra batteries.
3. Never use elevators in fire conditions.
4. Have a hotel fire escape plan prior to arrival. Once at the hotel, modify and practice your plan.
5. Know where your hotel exit is and how far it is from your room.

Hotel Pre-Planning

- When making your reservations, ask if the hotel or motel has smoke detectors and fire sprinklers.
- Always carry a flashlight when traveling.
- Make sure there is a fire escape plan for your room location.
- Locate two exits from your room.
- Count the number of doors between your room and the exits. This will assist you in the event of an emergency evacuation.
- Locate the fire alarms on your floor.
- Never smoke in bed.

RV Fire Safety

- Have a 5 pound ABC rated fire extinguisher near each exit and one in an outside compartment. Know how to use them.
- Make sure all escape exits are functioning and accessible.
- If you smell gas, turn off all tanks immediately.
- Motor home engine systems should be serviced regularly to prevent engine fires.
- Ensure you have properly operating smoke detector in your RV.

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Fire Safety: Pre-School



Community Fire Safety Operational Guide

Participant Guideline

What to Do If the Smoke Detector Starts Beeping

- Smoke detectors should be installed on each level of the house. Smoke detectors are always sniffing the air for smoke and make a "beeping" noise when smoke is detected. Activate your smoke detector so your child is familiar with the sound.
- Develop a home escape plan for your family, with two exits from each room. Develop a plan with help from your children.
- Teach children to "Stay Low and Go" when in smoky conditions and to always feel any door to make sure it's not hot before opening. Allow children to demonstrate crawling in smoke.
- Have a meeting place outside of your home. Examples include a large tree, birdbath, large bush or the mailbox (if it is on the same side of the street). Locate a meeting place and tell the entire family.
- Once the home escape plan is developed, practice with the family each month. Every other month, practice the plan when your children are asleep.
- Once you get outside, always stay outside at the meeting place. Never delay your escape to carry toys outside, and never go back in the house once you are safely outside.



Five Quick Tips

1. Develop a home escape plan with a designated meeting place. Practice the plan once a month.
2. Ensure your children know to stop, drop and roll if their clothes catch on fire.
3. Have a smoke detector on each floor of your home and test smoke detectors each month.
4. Keep matches and lighters in a secure place, away from the reach of children.
5. Review these fire safety tips with your children monthly.

Stay Away from Hot Stuff

- The stove
- The fireplace
- The woodstove
- Candles
- Matches
- Lighters
- Barbecue grills
- Hot liquids

What to Do with Matches and Lighters

- Matches should always be stored in a drawer or cabinet, away from children.
- If you find matches or a lighter, always give them to your parents, babysitter, older brother or sister or caretaker.
- If there are no adults around, place the matches in your parents' room and tell them as soon as they arrive home.

If Your Clothes Catch on Fire

- Stop, drop and roll.
- NEVER run if your clothes catch on fire.
- Cover your face with your hands.
- Drop and lay down on the ground.
- Roll over and over and over.
- Yell out and call for help.
- Never jump in a pool, lake or bathtub.

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Fire Safety: Grades 1-4



Community Fire Safety Operational Guide

Participant Guideline

What to Do If the Smoke Detector Starts Beeping

- Smoke detectors should be installed on each level of the house. Smoke detectors are always sniffing the air for smoke and make a "beeping" noise when smoke is detected. Activate your smoke detector so your child is familiar with the sound.
- Develop a home escape plan for your family, with two exits from each room. Develop a plan with help from your children.
- Teach children to "stay low and go" when in smoky conditions and always feel any door to ensure it is not hot before opening. Allow children to demonstrate crawling in smoke.
- Have a meeting place outside of your home. Examples include a large tree, birdbath, large bush or the mailbox (if it is on the same side of the street). Locate a meeting place and tell the entire family.
- Once the home escape plan is developed, practice with the family each month. Every other month, practice the plan when your children are asleep.
- Once you get outside, always stay outside at the meeting place. Never delay your escape to carry toys outside, and never go back in the house once you escape.



Five Quick Tips

1. Help your family develop a home escape plan. Have two ways out of each room and a designated meeting place for your family. Practice the plan once a month.
2. Pretend your clothes are on fire, and practice how to stop, drop and roll.
3. Help your Mom and Dad do the monthly smoke detector check.
4. Do not operate the stove or microwave without adult supervision.
5. If you find matches or lighters, give them to an adult.

Stay Away from Hot Stuff

- The stove
- The fireplace
- The woodstove
- Candles
- Matches
- Lighters
- Barbecue grills
- Hot liquids

What Is Smoke?

- Smoke is caused by something getting hot and burning.
- Smoke goes up first to the ceiling. Then the smoke comes down to the floor.
- Whenever you are in smoke, you should crawl on the floor; never stand up.
- Always crawl out of the room you are in. Feel the door before you open it to make sure it is not hot.
- Go to your family meeting place.

If Your Clothes Catch on Fire

- Stop, drop and roll.
- NEVER run if your clothes catch on fire.
- Cover your face with your hands.
- Drop and lay down on the ground.
- Roll over and over and over.
- Yell out and call for help.
- Never jump in a pool, lake or bathtub.

"Smoke Detectors and Exit Drills in the Home..A Plan You Can Live With"



Fire Safety: Grades 5-8



Community Fire Safety Operational Guide

Participant Guideline

The Four Elements Required to Have a Fire

1. Heat – lighter, match, burner, cigarette, sparkler, iron
2. Fuel – cooking oil, bedding, paper, clothes, gasoline,
3. Oxygen – the air we breathe is 21% oxygen
4. The uninhibited chemical reaction – the proper mixture of all three elements
 - All three elements must be present to create a fire, in conjunction with the chemical chain reaction involving all the elements in the correct amounts.
 - To extinguish a fire, you must interrupt the chemical chain reaction by removing one of the elements:
 - Cool the heat – turn off a burner; apply water; unplug an appliance
 - Remove the fuel – cut off the gas; apply a dry chemical extinguisher
 - Remove the oxygen – cover a pan of grease; apply a carbon dioxide extinguisher
 - Any of these mentioned actions can interrupt the chemical chain reaction.



Five Quick Tips

1. To extinguish a fire, remove one of the three elements by cooling the **heat**, removing the **fuel** or removing the **oxygen**.
2. Know the steps required to report an emergency. Call 9-1-1 and tell the dispatcher the following: address, type of emergency, your name and your phone number.
3. Remember PASS to operate a smoke detector: Pull the pin; Aim the nozzle; Squeeze the handle; Sweep across the base of the fire.
4. Help your family by being in charge of your monthly home fire safety inspection.
5. Identify common fire hazards in your home and eliminate them as soon as they are found.

Common Fire Hazards

- Unattended cooking on the stove top
- Discarded smoking materials
- Candles left burning without a container
- Curling and flat irons that are left on
- Fireplace ashes in paper bags and boxes
- Overloaded electrical outlets
- Combustibles too close to heaters

Properly Operating Smoke Detectors

- Install one on each floor of the home
- Test the smoke detector each month
- Dust the smoke detector each month
- Practice your home escape plan monthly

Reporting an Emergency

- Call 9-1-1
- Tell them the address of the emergency
- Tell them the type of emergency
- Tell them your name
- Tell them your phone number
- Answer any additional questions

If you call 9-1-1 and report an emergency that does not exist, that is considered a "false alarm" and, if caught, you can be arrested.

Fire Extinguishers

- Water can (normal combustibles)
- Dry chemical (flammable liquids)
- Carbon dioxide (energized electrical)
- The proper steps to operate (PASS)
 - Pull the pin
 - Aim the nozzle
 - Squeeze the handle
 - Sweep across the base of the fire
- Always stay between an exit and the fire.
- Get everyone out of the home and call 9-1-1 before attempting to extinguish the fire.

Only small fires can be fought by fire extinguishers. Do NOT become injured fighting a large fire with a small fire extinguisher.

"Smoke Detectors and Exit Drills in the Home..A Plan You Can Live With"



Fire Safety: Grades 9-12



Community Fire Safety Operational Guide

Participant Guideline

The Impact of Fire on the Community

The impact of fires on residential occupancies in your community

- Fire injuries and deaths to family members
- Loss of valuable and historical family belongings
- Loss of a family home
- Psychological impact on families, especially children
- Interruption of family earnings and sustainability

The impact of fires on commercial businesses in your community

- Fire injuries and deaths to owners, employees and patrons
- Loss of business revenue to owners, loss of tax revenue to municipality
- Loss of wages to employees, affecting their respective families
- Increased insurance costs for business owners
- Loss of revenue during the time they are out of business

The impact of fires on local government

- Loss of tax revenue from business shut down
- Costs to locality for a firefighter injury or death
- Loss of future business expansion or establishment
- Insurance rate increase for the entire community



Five Quick Tips

1. Preventing fires in your community can have a positive impact. The effects of a fire can be devastating to you, your family, your workplace and your community government.
2. There are many opportunities in your community to become involved in the fire and emergency medical services through volunteering, as well as career opportunities.
3. Make fire safety a priority in your family and know the steps to take to prevent a fire in your home.
4. Know the proper steps to report a fire or another emergency.
5. Know the proper steps to safely use a fire extinguisher.

Career and Volunteer Opportunities in the Fire Service

There are opportunities in each community to be a part of the Fire Service:

- Volunteer Member
 - Operational
 - Support Function
- Career Member
 - Fire
 - Emergency Medical

Minimum Requirements

- Usually 18 years of age
- Physically fit
- High school diploma
- College degree preferred

Reporting an Emergency

- Call 9-1-1
- Tell them the address
- Tell them the type of emergency
- Tell them your name
- Tell them your phone number
- Answer any additional questions

Be the Leader in Creating a Fire Safe Home for Your Family.

Identify fire hazards and eliminate before they cause a problem.

- Home Fire Safety Inspection
- Know the classes of combustible
 - A - Ordinary (paper, cloth, wood, plastic)
 - B - Flammable Liquids (gasoline, cooking oil)
 - C - Energized Electrical (toaster, hair dryer, TV)
 - D - Flammable Metals (magnesium, aluminum)

Know how to select the proper fire extinguisher for the type of fire.

- Normal combustibles - pressurized water can
- Flammable liquids/grease - dry chemical
- Energized electrical - carbon dioxide, Dry chemical

Know the proper steps to safely utilize a fire extinguisher (PASS)

- Pull the pin
- Aim the nozzle at the base of the fire
- Squeeze the extinguisher handle
- Sweep back and forth at the base

"Smoke Detectors and Exit Drills in the Home..A Plan You Can Live With"



Fire Safety for Senior Citizens

Community Fire Safety Operational Guide

Participant Guideline

Cooking in Your Home

- Always stay in the kitchen while cooking, especially when cooking with grease or oil. If you do have to leave the kitchen, carry a stirring spoon or pot holder as a reminder to return to the kitchen.
- Always wear short-sleeved or tight-fitting clothing that will not be able to drape over stove burners.
- Do not store spices or food items in the cabinets above the stove.
- Always keep the pan top or a cookie sheet close by when cooking. Either of these items can be placed on a burning pan to extinguish a small fire.
- Proper housekeeping can reduce many fires in the kitchen. Make sure excess grease and food scraps are not left under burner covers or in the bottom of the stove.
- Always cook on the rear burners first to avoid handles hanging over the front of the stove. If you do cook on front burners, turn the handles to the rear of the stove.
- Never substitute dish towels for pot holders. Keep all combustibles like paper towels, dish towels and pot holders away from the stove top.

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Five Quick Tips

1. Test your smoke detector each month and ensure you have a home escape plan and meeting place outside your house.
2. Ensure your house number is visible to emergency workers.
3. If you smoke in the house, always use a deep sided ash tray, and never empty at night. NEVER smoke in bed.
4. Never leave the kitchen while cooking, especially when cooking with grease or oil.
5. Keep all space heaters at least 36 inches away from any combustibles, such as chairs, sofas, curtains and bed linens.

Can We Find You?

- Ensure your house number is displayed on your home and/or your mailbox.
- If you have to call 9-1-1, tell the dispatcher your address, the type of emergency, your name and your phone number.
- In the event of a fire, exit the home first and then call 9-1-1 from outside or from a neighbor's home.

Proper Use of Portable Heaters

- Keep all space heaters at least 36 inches away from any combustibles, such as chairs, sofas, curtains and bed linens.
- Never leave your home or go to bed when a heater is burning or turned on.
- Never utilize heaters as a clothes dryer.
- Keep heaters away from exit ways.

Sleeping Safe

- Ensure your home has smoke detectors on all levels and you have a home escape plan and meeting place.
- Turn off all space heaters at bedtime.
- NEVER smoke in bed. If you do smoke in the home, do not empty ash trays before going to bed.
- Always keep your glasses, keys, clothes and slippers or shoes close to the bed and always in the same place.
- Keep exit corridors and stairways clear of clutter and tripping hazards.

"Smoke Detectors and Exit Drills in the Home..A Plan You Can Live With"