



Non Required Information for Fire Safety and Evacuation Plans

February 2013

PURPOSE To provide non fire code required considerations for facilities developing fire safety and evacuation plans.

SCOPE Any facility/occupancy within the Colorado Springs City limits developing a fire safety and evacuation plan.

CONSIDERATIONS

The following items are not required in a fire safety and evacuation plan, but are recommended to provide occupants and residents with comprehensive safety information.

The information below applies to certain occupancies but not all occupancies. Use the information that is applicable to your specific occupancy.

Smoke Alarms

- When an alarm sounds, GET OUT and STAY OUT until safe to re-enter
- Test alarms once a month
- Change batteries at least once a year
- Place one on every level of your home and outside all main sleeping areas
- Avoid placing alarms near kitchens or bathrooms to prevent nuisance alarms
- Replace alarms that are more than 10 years old
- Keep alarms clean
- Do not paint over them or remove the battery

Carbon Monoxide (CO) Alarms

- Carbon monoxide is a colorless, odorless and tasteless gas that can be fatal
- If you suspect carbon monoxide in your building, leave immediately and call 911
- CO alarms should be placed near bedrooms and on every level of the home when solid or liquid fueled appliances are present (stoves, water heaters, forced air furnaces, boilers)
- Use the manufacturer's installation recommendations
- Replace CO alarms that are more than 5 years old (check the manufacturers label for brand specific replacement information)

Evacuation

- Leave immediately when alarms sound
- Know two ways out of each room, space or area
- Discuss escape routes with everyone in the residence.
- Determine and know your outside meeting place where everyone will gather once they've escaped
- Keep stairways and exits clear and free from clutter
- Test doors before opening with the back of your hand, if hot don't open and try another escape route
- Close doors behind you as you escape to slow the spread of fire and smoke
- Crawl low under smoke
- Once out, stay out don't go back to retrieve anything
- Notify firefighters upon their arrival if someone is trapped
- If you cannot leave a room, shut the door
 - Call 9-1-1 and go to a window
 - Wave and shout to alert the fire department while staying low under smoke

Fire Extinguishers

- Be sure to have a type and rated fire extinguisher appropriate for the hazards in area
- Only use a fire extinguisher if you know how to operate it
- Never fight a fire larger than a wastepaper basket
- Place a fire extinguisher in kitchen areas or in an accessible place
- To properly use a fire extinguisher, use the acronym

P-A-S-S:

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

Candles

- Never leave candles unattended or use when drowsy
- Don't place candles near windows or combustibles
- Always place candles on a sturdy surface
- Keep candles out of the reach of children and pets

Appliances and Electrical Hazards

- Keep appliances clean and in good condition
- Turn off and unplug appliances when not in use
- Leave 3 feet of space for air to circulate around space heaters and other heat-producing equipment
- If an appliance overheats or smells unusual, turn it off and have it serviced or replaced
- Do not pinch electrical cords under or behind furniture
- Use surge protectors and not multi-plug adapters when needed
- Do not overload electrical outlets
- Extension cords should be for temporary use only and not as permanent wiring
 - Replace any electrical cords that are cracked or broken
 - Never run extension cords across doorways or in areas where they may be walked on
 - Avoid plugging more than one extension into an electrical outlet

Cooking

- Never leave cooking unattended
- DO NOT cook if you are sleepy, under the influence of alcohol, or on medication that makes you drowsy
- Dress right: no loose clothing; roll-up sleeves
- Turn pot handles in so they can't be bumped and children can't grab them
- Keep children and pets out of the kitchen
- Keep pot holders, food packaging, and dish towels off the stovetop
- Wipe up spills and keep the oven clean: built-up grease can catch fire
- Prevent burns:
 - Open microwave cooked food slowly
 - Never use a wet oven mitt



GREASE FIRE:

Don't use a fire extinguisher on a grease fire. Smother the fire by sliding a lid over the pan. Turn off the burner and wait until it's cooled

OVEN FIRE:

Do not open the oven door. Turn off oven

MICROWAVE FIRE:

Keep the door closed, turn off the microwave and unplug the microwave if it is safe. Have the microwave serviced before using it again

Smoking

- Never smoke while on oxygen or near someone on oxygen
- Smoke only in approved areas. Make sure guests and visitors know where designated areas are located
- Never smoke while drowsy or in bed
- Use large, deep, non-tip ashtrays
- Never extinguish cigarette butts in potting soil, plants, mulch or other landscaping
- Never drop butts between slats on a deck or other enclosed or concealed combustible spaces

Slips, Trips and Falls

- Have good lighting around you
- Turn on lights when you need them.
- Use grab bars in the shower, tub, and bathroom
- Use walkers, canes, or other helpful devices when necessary
- Use rugs or mats with non-slip backing on them or buy non-slide tape to add to the back
- Remove clutter and cords
- Exercise regularly to improve muscle, flexibility, and strength
- If you feel dizzy or light-headed, sit down or stay seated until your head clears
- Stand up slowly to avoid feeling unsteady
- Keep a flashlight handy

Oxygen

- Avoid all types of open flames when using oxygen such as matches, lighters, cigarettes, and candles
- Use caution around heat sources such as electric or gas heaters, stoves, etc.
- Avoid using lotions or creams containing petroleum

- Store cylinders safety – cylinders should be upright and secure in an approved cart or device for storage
- When not in use, oxygen supply valves should be turned off
- Always follow the instructions provided by your oxygen supply company regarding safe oxygen use
- Post an "Oxygen in Use" sign on your front door to alert guests and emergency personal of the potential hazard

Medical Emergencies

When calling 9-1-1 provide the following information:

- Building/facility name, address, phone number and your name
- Nature of your call
- Location where the patient can be found
- Location of the entrance fire apparatus should respond to:
 - Where is the closest entrance to the patient?
- Will there be a staff member to meet firefighters at the front door?
 - If no one is available to meet firefighters, please provide the dispatcher with the door code, Knox box information, room number, or area where the patient can be found.
- Do not hang up with 9-1-1 until all information has been given

If a staff member is available upon fire department arrival, please provide the following information:

- Patients name, age, and primary complaint
- Events leading up to the illness or injury - was it a sudden injury or illness?
- The patients current condition and how it changed over time
- What actions have been implemented to the patient?
- Has the patient's condition changed?
- Any known medications or allergies?
- Does the patient have a Colorado Advanced Directive, Do Not Resuscitate (DNR) orders; Cardio Pulmonary Resuscitation Directives, Medical Power of Attorney, or Living Will?
- If possible, call the patients family to update them on the current situation and which hospital they have been transported