

## Fire Safety Tip Sheet

### **Fire Safety Prevention:**

- ✓ Prepare yourself and Know your surroundings
- ✓ Know where your exits are located
- ✓ Count how many doors lead to the exit stair
- ✓ Know where your designated area is outside
- ✓ Tell someone if you cannot use stairs and you will need to “shelter in place” prior to an emergency
- ✓ Do not use Candles (open flames) or incense
- ✓ Do not Cook in rooms that are not designed as a cooking area.
- ✓ Do not smoke, including vaping.
- ✓ Do not use Halogen Lamps.
- ✓ Do not use of electrical strips for the mini fridge, microwave or small appliances. Plug directly into an outlet.
- ✓ Do not overload an electrical outlet
- ✓ Do not block, or disable any fire safety equipment (smoke detectors or sprinklers)
- ✓ Do not use tapestry on the ceiling that will block the use of fire suppression/detection equipment

### **Fire alarm Response:**

- ✓ When you hear a fire alarm, feel the back of the door for heat, if the door feels cool, leave the room or “Shelter in Place”
- ✓ LEAVE your area immediately, do not ignore the alarm
- ✓ Identify the closest exit stairwell to you, and activate the pull station by pulling down on the handle your way out
- ✓ Go directly outside, to your designed location & stay there until you’re give an all clear by the authority in charge.
- ✓ Never re-enter the building without an “All Clear”
- ✓ If you are not able to leave your room, or the door feels warm, “Shelter in Place”
  - Place a towel or clothing under the door, and put a piece of clothing at the window to indicate you’re in a “Shelter in Place” area.
  - Call 911 and notify the operator you are in a “Shelter in Place” area.