



EMERGENCY PLANNING GUIDE

For Commercial and Multi-Family Residential Buildings

Division of Fire Prevention
June 28, 2010



WHEAT RIDGE FIRE PROTECTION DISTRICT

DOING THE RIGHT THINGS AT THE RIGHT TIMES FOR THE RIGHT REASONS

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General Information

1

- In the event of a fire, or upon activation of a fire alarm signal, the owner, occupants, employees or staff shall immediately notify the fire department by calling 9-1-1.
- Activating a fire alarm signal in order to conduct an evacuation drill is acceptable provided the fire alarm monitoring company has been notified
- Fire safety and evacuation plans shall be made available to all occupants.
- It is illegal for a person to interfere with fire operations.

Where Fire Safety and Evacuation Plans are Required

2

The International Fire Code requires that a number of occupancies have a fire safety and evacuation plan. Those occupancies that require such a plan are:

- **Group A:** Buildings used for the gathering together of person for purposes such as civic, social or religious functions, recreation, or food or drink consumption where the capacity is 50 individuals or greater. Assembly occupancies used exclusively for purposes of religious worship and have an occupant load less than 2,000 are not required to have a fire safety and evacuation plan.
- **Group B:** Buildings used for office, professional or service-type transactions with 500 or more occupants or more than 100 occupants above or below the level of exit discharge.
- **Group E:** Educational facilities used through the 12th grade and day care facilities.
- **Group H:** Buildings involving high-hazard uses involving manufacturing, processes, generation or storage of materials, which constitute a physical or health hazard exceeding maximum allowable quantities.
- **Group I:** Nurseries for children, hospitals, sanitariums, nursing homes, homes for children, half-way houses, group homes, and health-centers for patients unable to evacuate themselves as a result of medical treatments. Mental hospitals and sanitariums, jails, prisons, reformatories and buildings where personal liberties of occupants are similarly restrained.
- **Group R-1 and R-4:** Buildings used for hotels, motels, boarding houses, dormitories, fraternities and sororities, or residential care for 5 to 16 persons.
- **Group R-2:** college and university buildings.
- **High-rise:** Buildings with an occupied floor level 75 ft. above the lowest level of fire department access.
- **Group M:** Retail sales and display buildings with an occupant load 500 or more or occupants above or below the level of exit discharge.
- **Covered malls:** Exceeding 50,000 sq. ft. in aggregate floor area.
- **Underground buildings:** All.
- **Buildings with an atrium that contain a Group A, E or M occupancy:** An atrium is an opening in the building connecting two or more stories and closed at the top.

Fire Evacuation Plans

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Section 404.3.1 of the Fire Code requires that fire evacuation plans contain the following information:

- Emergency exit and escape routes and information whether an evacuation includes the entire building or just selected floors.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures as to where employees and occupants should meet and how they should be accounted for after the evacuation.
- The assignment of personnel responsible for assisting others and rendering medical aid and how these personnel will be identified during an emergency.
- The preferred and an alternate method of notifying occupants of an emergency or fire.
- The preferred and an alternate method of reporting an emergency or fire to 9-1-1.
- The assignment of personnel who can be contacted for additional information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and the voice messages, where provided.

Fire Safety Plans

4

Section 404.3.2 of the Fire Code requires that fire safety plans include the following minimum information:

- The procedure for reporting a fire or other emergency.
- The strategy and procedures for notifying, relocating or evacuating occupants.
- Site plans indicating:
 - 1) Where occupants assemble after evacuation.
 - 2) Location of nearest hydrants.
 - 3) The normal routes of fire vehicle access.
- Floor plans identifying the location of the following:
 - 1) Exits and the routes to get to the exits.
 - 2) Accessible exit routes.
 - 3) Areas of refuge (areas in the building to stage people with accessibility needs).
 - 4) Manual fire alarm pull stations.
 - 5) Portable fire extinguishers.
 - 6) Occupant use hose stations.
 - 7) The location of fire alarm annunciators and controls.

- A list of major fire hazards associated with the normal use of the premises, including maintenance and housekeeping procedures.
- The identification and assignment of personnel responsible for the maintenance of systems and equipment installed to prevent or control fires.
- The identification and assignment of personnel responsible for the maintenance, housekeeping, and controlling of fuel hazard sources.

Instructions should include *not* using the elevator when the fire alarm sounds or when there is a reported fire. Using the elevator during an actual fire can be dangerous because the elevator doors may potentially open on the fire floor resulting in injury or death to the elevator occupants.

Floor plans should also identify both conventional and accessible routes of evacuation for each room or portion of the occupancy and the locations of any interior areas of refuge. Post the floor plan throughout the building. Mark YOU ARE HERE relative to the floor and the location on the posted plan. In hotels, motels, and shelters, a diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required exit door from a sleeping room.

Posted site maps should show the locations of the exterior assembly area where occupants are requested to meet so a count can be taken.

A simple flyer can be created to distribute to the building occupants, or a more detailed document can be used outlining the roles of staff or tenants during a fire emergency. In residential buildings, a copy of the emergency guide should be given to each tenant prior to the time of initial occupancy. In employee environments, the emergency plan should be given to each new employee and a copy should be in an accessible location for all employees to review.

Required emergency plans shall be submitted to the fire department for review. Emergency plans shall be reviewed and updated annually. Additional reviews and updates shall be provided whenever changes are made in the occupancy or physical arrangement of the building.

Specific Use and Occupancy Emergency Plan Requirements **5**

Hazardous Materials

Any occupancy listed in Section 2 that is used for the storage, handling, or using hazardous materials shall provide the following:

- MSDS sheets that are readily available.
- Rooms and buildings shall be identified with a hazard warning sign in compliance with the NFPA 704 diamond hazard placard.
- Persons responsible for areas where hazardous materials are stored, handled, or used shall be trained on the nature of the chemical or material and know the mitigating actions necessary to maintain a safe environment in the case of a release, spill, fire, or leak. This person shall also be trained as the liaison for the fire department.
- A Hazardous Materials Inventory Statement shall be available to fire officials upon request.

Group A Occupancies (places of assembly)

Group A occupancies shall also provide a detailed seating plan and occupant load for rooms exceeding a capacity of 50 individuals with their emergency plan.

Group E occupancies (educational facilities, 1st – 12th grade)

Fire drills in group E shall involve the following:

- The 1st drill of each school year shall be conducted within 10 days of the beginning of classes.
- In severe weather the Fire Code Official shall approve deferral requests of the drill frequency.
- The time of the drills shall be random to avoid the distinction between drills and actual fires.

Semiconductor Fabrication Facilities (H-5)

Group H-5 occupancies shall also provide as a part of their emergency plan:

- Plans and diagrams in approved locations indicating the amount and type of HPM stored, handled, and used, location of shutoff valves for HPM supply piping, emergency phone and exit locations.

Group I-1 Occupancies (buildings exceeding 16 persons providing 24 hour care such as assisted living, half-way houses, group homes, etc)

Group I-1 occupancies shall also provide as a part of their emergency plan:

- Special staff actions including fire protection procedures for residents.
- Residents capable of assisting in their own evacuation shall be trained in the proper procedures in the event of an emergency.
- Emergency drills of the on-site emergency response team shall occur 6 times per year unless the facility is licensed by the state and is approved to comply via alternate methods.
- Residents shall be involved in the evacuation drills by moving them to a pre-selected assembly point.

Group 1-2 Occupancies (hospitals, nursing homes, outpatient clinics, etc)

Group 1-2 occupancies shall also provide as a part of their emergency plan:

- Alternate protect-in-place procedures if the movement of patients to safe areas or to the exterior of the building is not safe or possible
- When evacuation drills are conducted after visiting hours or when patients are expected to sleep, a code announcement is permitted instead of audible alarms.

Group 1-3 Occupancies (jails, prisons, reformatories, etc)

Group 1-3 occupancies shall also provide as a part of their emergency plan:

- Employees shall be instructed in the use of portable extinguishers. Train new staff immediately and provide refresher training annually.
- 24 hour staffing is required to be within 3 floors or 300 ft. of the access door of each resident housing area. The staff must be able to release locks necessary for evacuation or other emergency actions within 2 minutes of the alarm.
- Keys necessary for unlocking doors for exiting shall be identifiable by touch and sight.

R-1 Occupancies (transient boarding house, hotels and motels, etc)

R-1 occupancies shall also provide as a part of their emergency plan:

- A diagram shall be posted on or adjacent to each guestroom interior exit door depicting two evacuation routes.
- Employees shall activate an available fire alarm, and call 9-1-1 when a fire or suspected fire is discovered.
- Guests shall be provided information necessary to decide whether to evacuate, go to an area of refuge, or remain in place.

R-2 Occupancies (College and university dormitories, fraternities, and sororities)

R-2 occupancies shall also provide as a part of their emergency plan:

- A fire emergency guide that describes the location, function and use of fire protection equipment including fire alarm systems, smoke alarms, and portable extinguishers. The guide shall be provided in each guest unit.

Fire drills shall include the following:

- The 1st drill of each school year shall be conducted within 10 days of the beginning of classes.
- The time of the drills shall be random to avoid the distinction between drills and actual fires.
- One drill per year shall be before sunrise or after sunset.

R-4 Occupancies (24-hour assisted living from 5 to 16 persons, etc)

R-4 occupancies shall also provide as a part of their emergency plan:

- Employees shall be periodically instructed in the proper actions to take in the event of a fire.
- Evacuation drills shall be done according to the licensing agency rules and not less than 6 times per year, 2 times per shift per year and 12 drills shall be conducted the first year.
- Drills shall involve the evacuation of residents to selected assembly points and shall provide residents with experience in exiting the building.

Covered Mall Buildings

Malls shall also provide as a part of their emergency plan:

- A lease floor plan identifying each occupancy and tenant, fire protection features; fire department hose connections, fire command center, smoke management systems, hose valve outlets, elevator controls, sprinkler and standpipe control valves, firewalls and smoke detector zones.
- The lease plan shall be approved by the Fire Marshal's Office and be available to emergency responders.
- The second exit doors for each tenant shall be labeled on the exterior side with the tenant's name and number.
- Vacant tenant spaces are to be kept free of storage, combustible waste, and shall be kept clean.

Emergency Drill Frequency

Drills shall occur based on the following:

**TABLE 405.2
FIRE AND EVACUATION DRILL
FREQUENCY AND PARTICIPATION**

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B ^c	Annually	Employees
Group E	Monthly ^a	All occupants
Group I	Quarterly on each shift	Employees ^b
Group R-1	Quarterly on each shift	Employees
Group R-2 ^d	Four annually	All occupants
Group R-4	Quarterly on each shift	Employees ^b
High-rise buildings	Annually	Employees

Fire drills shall be conducted in a manner that carries out the procedures described in the emergency plan. In addition, fire drills shall include a review of the emergency plan and assigned employee duties.

When fire drills are conducted, the orderly evacuation of the building shall receive priority over the speed of evacuation.

Records of fire drills shall be maintained on the premises for review by the fire department.

Always notify your fire alarm monitoring company before and after conducting a fire drill so the fire department does not respond unnecessarily.

The following are suggestions for fire drills:

- Appoint someone to monitor the drill, activate and reset the fire alarm, and time the evacuation.
- Fire drills shall be conducted at varying times and under varying conditions to simulate conditions that could occur during a fire or other emergency. Make it realistic by requiring participants to use their second way out or to crawl low. This can be done by having someone hold up a sign reading "smoke" or "exit blocked by fire."
- After the evacuation, take a head count at the designated meeting place(s) to account for everyone's participation and safe evacuation.
- After the drill, gather everyone together to discuss questions or problems that occurred.
- Revise the drill procedures as needed to address issues that came up during the drill.

Recordkeeping

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Records shall be maintained to record the events of the evacuation drill. The record shall include the following:

- Identify the person conducting the drill.
- Date and time of the drill.
- Notification method used (manual pull station, detector, loudspeaker, etc.).
- Staff members on duty and participating.
- Number of occupants evacuated.
- Special conditions simulated.
- Problems encountered.
- Weather conditions during the drill.
- Time required to complete the evacuation.

Surveying the Building

8

Before starting to formulate an evacuation plan, take some time to conduct a walk-through of the building. During your walk-through, note the location of fire protection features, such as portable fire extinguishers, manual fire alarm boxes, and, if the building is equipped with a fire alarm control system, then the location of the fire alarm control unit and any annunciator panels.

For each area of the building, note the safest and shortest path for a primary evacuation route. Also note a secondary route if the primary path becomes unsafe or obstructed. In newer buildings, note "areas of refuge" which have been created as safe areas for individuals with wheelchairs or with walking disabilities.

Consider whether your building houses a changing population, as in a retail store or restaurant, or will the building occupants be familiar with the facility? Note any special needs that individuals may have, such as non-English-speaking or people with disabilities.

Designating an Exterior Meeting Spot for All Occupants

9

Identify a location at a safe distance away from the building that can be designated as a common meeting spot for people to gather after evacuating the building. The meeting spot should be located in a remote location clear of incoming fire engines, away from traffic, and away from hazards such as falling glass.

There could be several meeting locations depending on the size and configuration of the building.

A member of the Building Response Team should be assigned to verify that all building occupants are accounted for. That person should advise the fire department whether all occupants are accounted for or if some are still in the building.

To ensure the fastest, most accurate accountability of your employees, consider including the following items in your emergency plan:

- Designate assembly areas where employees should gather after evacuating. People should not re-enter the building for any reason.
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the Fire Official in charge.
- Establish procedures capable of accounting for non-employees, such as suppliers and customers.
- Establish procedures for expanding the evacuation in case the incident expands. This may consist of sending employees home by normal means, or relocating them to a nearby building, or providing them with transportation to a more remote location.

Employee Duties, Assignments and Training

10

Employees should receive training in the emergency plans and their duties as part of new employee orientation and at least annually thereafter.

Employees should be assigned duties and shall be trained for emergencies. Training in fire safety, evacuation plans, and their duties shall occur annually (and semiannually for Group I-2 occupancies). Training should include:

- **Fire Prevention:** Employees should be made aware of fire hazards of hazardous materials and processes in their work environment.
- **Evacuation:** Employees should be familiar with the fire alarm and evacuation signals, evacuation procedures and routes, areas of refuge, exterior meeting areas, and their assigned duties in the event of an emergency.
- **Fire Safety:** Employees should be trained to know the locations and proper use of portable fire extinguishers.

Pick your Fire/Life Safety Team

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The recommended structure of your team could involve one or more of the following roles:

Fire/Life Safety Director

The person identified who will maintain and implement your Emergency Operations Plan. Pick a person who has not only the knowledge, but the authority to implement the procedures in the plan.

Building Response Team

Their primary role is to investigate the source of an alarm or emergency, communicate their findings to the other building occupants, and notify the Fire Department.

Floor Wardens

Floor wardens are volunteers selected from among the building staff and tenants to assist in the evacuation of occupants from specific building areas in the event of a fire alarm or emergency and conduct the accountability procedure for their area. They must be familiar with the building's evacuation plan.

Assistant Monitors

Assistant monitors are responsible for providing assistance to those individuals on a floor that require assistance to evacuate. These include people with disabilities or who have medical problems.

Reporting Emergencies

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Building occupants should be instructed to call 9-1-1 whenever an emergency occurs. They should state:

- The nature of the emergency i.e., bomb threat, fire, or hazardous materials spill.
- The address of building.
- The nearest cross street.
- The extent of the fire or emergency, and specific information, if known.
- All callers should follow the 9-1-1 operator's instructions.

The caller should never hang up until told to do so by the emergency operator or unless his/her life is in danger.

Post the emergency number on all phones. Call 9-1-1 for fire, police, or medical aid. The address of the building should be on the telephone. If the building security or manager wants to be notified, that number can be listed on the phone as well.

Controlling the fire and evacuating everyone safely depends on immediate notification of the emergency.

Procedures for Persons Unable to Use Exit Stairs

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Individuals requiring assistance with evacuating should move to the exit or to an "Area of Refuge." If the stairwell is free of smoke, they should enter after all persons on the floor have evacuated, unless the stair landing is large enough for their presence without hindering the egress of others. After entering the exit stairway, make sure the stairwell door is securely shut. One person, preferably an Assistant Monitor, should wait with the disabled person while someone else goes to inform the arriving fire department of their location.

If stairwell traffic builds from the evacuation of upper floors, individuals waiting should re-enter the floor to allow others to pass.

The disabled person and employee should stay at the stairwell landing as long as conditions are safe. It is preferred that appointed team members evacuate the person down the stairs to a safe area as determined by the plan. If the building does not provide a safe area for disabled individuals to wait, the emergency plan should incorporate a method and appropriate training to evacuate those individuals.

If You Are Unable to Leave the Floor

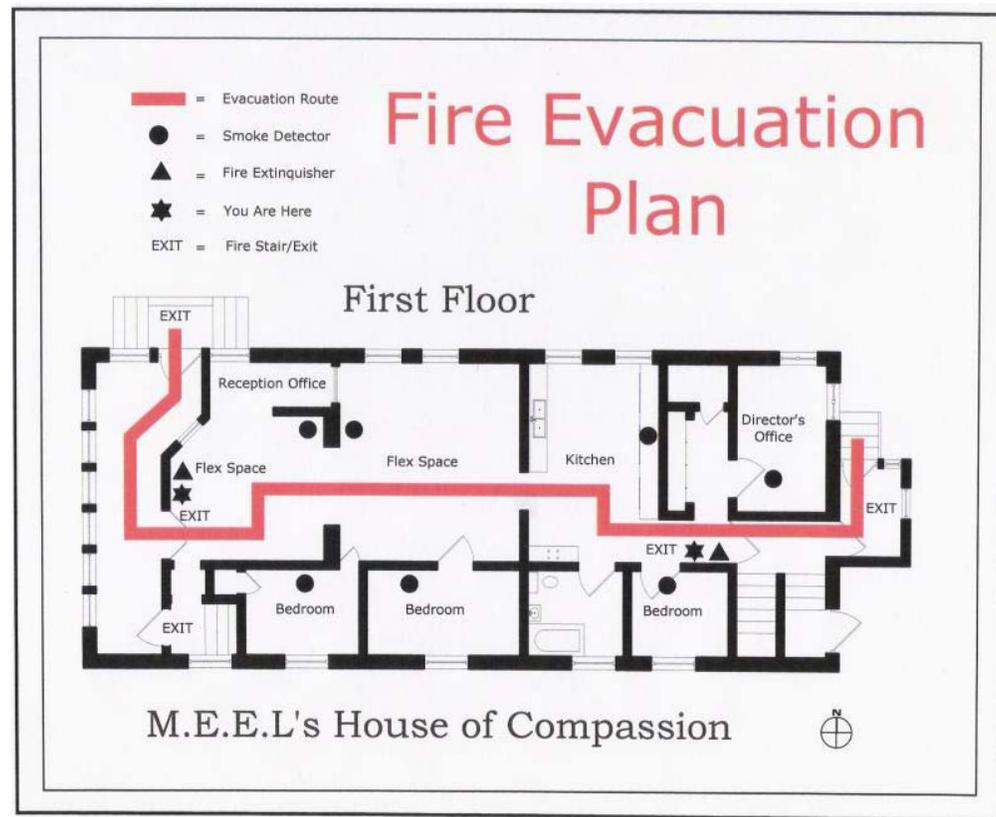
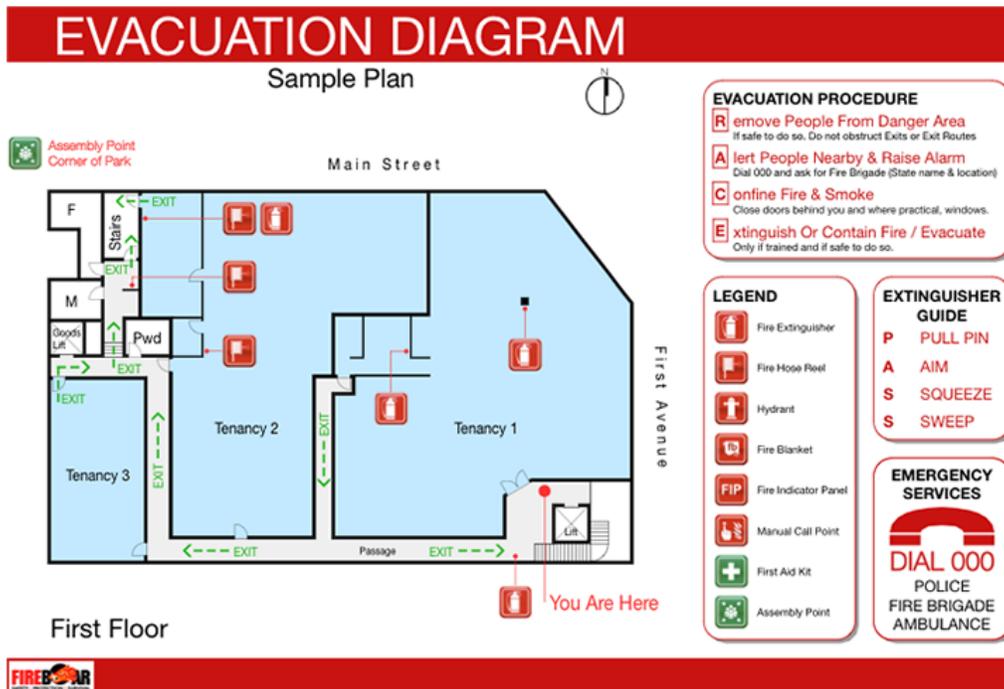
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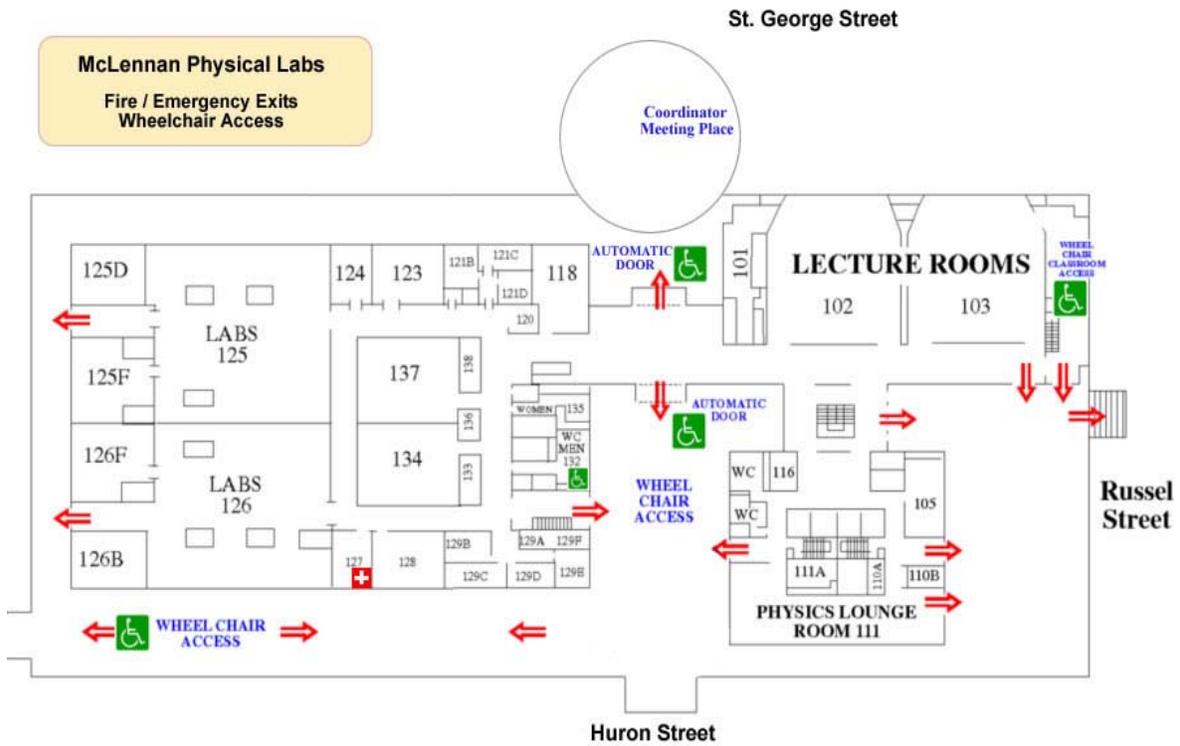
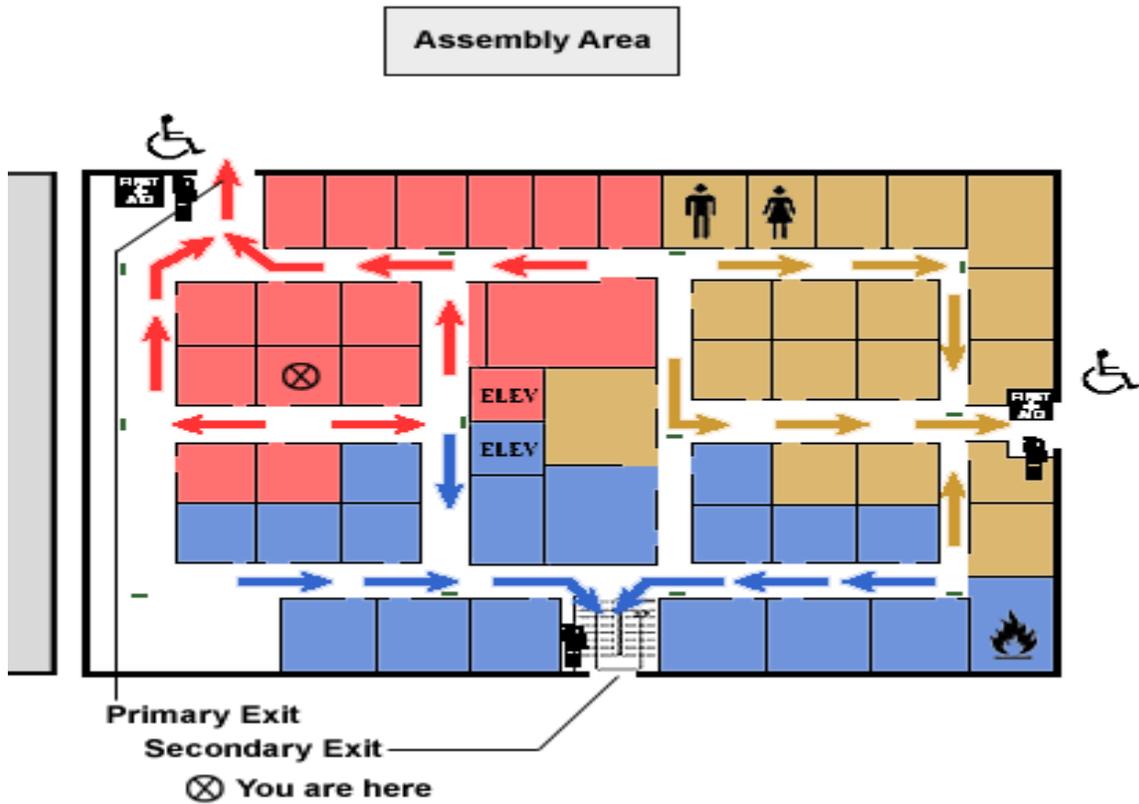
If you are unable leave the floor because exits become blocked or unsafe to enter due to smoke or fire, refuge should be sought on the floor in a totally enclosed room with a telephone and window.

Use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth. Place a signal in the window. The signal can be anything that will call attention to your location. For instance, tie the curtains in a knot.

If smoke enters your unit, call 9-1-1 to report your location. Stay low to the floor in order to breathe the least contaminated air. It is not advisable to break the windows. Often smoke from outside of the building can enter through open windows and broken glass can injure those below.

Sample Floor Plans





RESIDENTIAL OCCUPANCIES

APPENDIX A

The 2006 International Fire Code (IFC) has been adopted by the Wheat Ridge Fire Protection District for use in the development and enforcement of fire codes that regulate and govern the safeguarding of life and property from fire, explosion, handling or use of hazardous materials and the use and occupancy of buildings and premises within the city limits.

In accordance with the 2006 IFC, all R-1, R-4, and high-rise residential occupancies along with some R-2 residential are required to provide an emergency guide to their residents informing them of safety measures available to them in the event of a fire. R-1 occupancies are transient in nature and include hotels, motels and boarding houses. R-2 occupancies have permanent residents but only include college and university dormitories for emergency planning purposes. R-4 occupancies include buildings used as residential care/assisted living facilities of up to 16 residents. And high-rise buildings include any building over 75 feet in height from the lowest point of access.

The Wheat Ridge Fire Protection District's Division of Fire Prevention has produced this template to assist with the development of emergency guides. Chapter 4 of the 2006 IFC outlines the details that shall be included. The applicable items are listed in the section below. There may be a need to include additional fire safety information to supplement or support the emergency guide depending on the particular conditions of your facility.

2006 IFC Emergency Planning and Preparedness

Approval. Where required by this code, fire safety plans, emergency procedures, and employee training programs shall be approved by the Division of Fire Prevention.

Emergency notification. In the event an unwanted fire occurs on a property, the owner or occupant shall immediately report such condition to the fire department. Building employees and tenants shall implement the appropriate emergency plans and procedures. No person shall, by verbal or written directive, require any delay in the reporting of a fire to the fire department.

Making false report. It shall be unlawful for a person to give, signal, or transmit a false alarm.

Interference with fire department operations. It shall be unlawful to interfere with, attempt to interfere with, conspire to interfere with, obstruct or restrict the mobility of or block the path of travel of a fire department emergency vehicle in any way, or to interfere with, attempt to interfere with, conspire to interfere with, obstruct or hamper any fire department operation.

Emergency guide. A fire emergency guide shall be provided which describes the location, function and use of fire protection equipment and appliances accessible to residents, including fire alarm systems, smoke alarms, and portable fire extinguishers. The guide shall also include an emergency evacuation plan for each dwelling unit.

Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the room. Updated emergency guides shall be reviewed and approved by the Division of Fire Prevention.

Distribution. A copy of the emergency guide should be given to each tenant prior to initial occupancy. Each management company, leasing agency and or owner group should provide every resident with a copy of the Emergency Guide prior to occupancy. Copies should also be supplied to current residents.

Required Fire Safety and Evacuation Plans shall be submitted to the Wheat Ridge Fire Protection District for review and approval every 3 years or as needed when Plans is modified or updated.

Each Emergency Guide shall list the location, function and use of ALL fire protection equipment in the building. These include but are not limited to the following (if provided):

Fire Alarm Manual Pull Stations:

- Where they are located in the unit/building
- How to use them
- When they should be used
- Call 9-1-1 once you are outside the building



Smoke Alarms:

- Where they're located in the unit/building
- Consequences if damaged, vandalized or deactivated
- Maintenance
 - How to maintain
 - Who's responsible for maintenance
 - Testing
 - Changing batteries
 - Keep your alarm free of dust by vacuuming it regularly
 - Never paint a smoke alarm



Fire Extinguishers:

- Where they are located in the unit/building
- Consequences for discharge, vandalism, or theft
- List the type and size of fire extinguisher available to residents. Multi-purpose A-B-C type extinguishers are recommended.
- How to use – PASS (Pull, Aim, Squeeze, and Sweep)
 - Only use an extinguisher if you know how it works
 - Only attempt to extinguish small fires
 - Make sure you can exit safely if the fire is not extinguished



Sprinklers:

- Consequences for damage, vandalism, or tampering.
- Do not paint, tamper with or hang items from sprinkler heads.
- Sprinklers are a life saving device. They will slow the spread of fire and give residents time to evacuate.



Exit Signs:

- Where they are located in the building
- Consequences for damage, vandalism, or tampering
- Exits shall be marked by an approved exit sign readily visible from any direction of travel. Access to exits shall be marked by readily visible exit signs in cases where the exit is not immediately visible to the occupants.



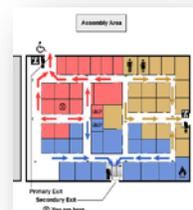
Emergency Evacuation Assembly Area:

- Define areas for residents to gather once they have evacuated
- Locate reassembly area 100 feet away from building and do not impede activity of firefighters
- Check-in with the building manager or a fire official
- Do not re-enter the building until told to do so by fire officials.



Exit/Egress Planning

- Each unit should have an individual fire escape map showing their closest exit and reassembly area. *SEE PAGE 12*
- Residents should know two ways out of each room including their individual apartment, and all common areas such as a dining room, activity room, laundry room, etc.
 - A main doorway and a window
 - Escape ladders should be used to escape from second and third floor units via the window
- Do not use elevators during a fire
- Only exit if safe to do so, otherwise shelter-in-place
 - Seal off the room by closing doors, windows, and vents
 - Call 9-1-1 and inform them of your location
 - Move to a window and signal for help
 - Make yourself visible by waving a flashlight or bright object
 - Call out loudly to firefighters



IMPORTANT NOTE: If your facility has residents that are considered, “non-ambulatory”, a list of these individuals needs to be created. The list should include the resident’s name and apartment number and copies should be kept in the facility’s fire alarm control panel, main office, and in your emergency guide. Updates and revisions to the list of non-ambulatory residents should be completed monthly. ONLY non-ambulatory residents will be allowed to shelter in place and firefighters on scene should be advised of this list of individuals.

Recommended Items:

- For detailed information on fire protection products, safety tips, oxygen safety, and evacuation, see page 18
- Procedures for a medical emergency, *see Page 21*

Emergency Guide Approval Process

Completed Emergency Guides shall be submitted to the Division of Fire Prevention for the Wheat Ridge Fire Protection District. Guides may be submitted in the following ways:

Mail: Wheat Ridge Fire Protection District
Division of Fire Prevention
3880 Upham Street
Wheat Ridge, CO 80033

Fax: 303-940-0350

E-mail: kbrooks@wfire.org

Please call 303-403-5900 with questions

Guides will be reviewed within 2-weeks of delivery. If no changes or corrections are required, then an approved guide will be returned to the facility and will remain valid for a period of three years. If corrections, additions, or modifications are required, the guide will be returned with comments. A revised guide shall be submitted within 30 days.

Fire and Life Safety Checklist for Residents

APPENDIX A

SMOKE ALARMS

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



CARBON MONOXIDE 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 Carbon Monoxide Alarms that are more than 5 years old (check the manufacturers label for brand specific replacement information).



EVACUATION

Have an evacuation plan in place and practice it:

- Leave immediately when smoke alarms sound.
- Know TWO ways out of each room.
- Discuss escape routes with everyone in the residence.
- Agree on an 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.
- DO NOT go back inside once outside to retrieve pets or items.
- Notify firefighters upon their arrival if someone is trapped.
- If you cannot leave a room, shut the door. Open the nearest window.
- Wave and shout to alert the fire department.



Fire and Life Safety Checklist for Residents

APPENDIX A

FIRE EXTINGUISHERS

- Be sure to have an ABC rated fire extinguisher.
 - 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**:
 - **P**ull the pin
 - **A**im at the base of the fire
 - **S**queeze the handle
 - **S**weep back and forth



CANDLES (If allowed by your facility)

- Never leave candles unattended or when drowsy.
- Don't place candles near windows or anything that can catch fire.
- 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 heaters and other heat-producing equipment.
- If an appliance overheats or smells unusual, have it serviced or replaced.
- Do not pinch electrical cords under or behind furniture.
- Use surge protectors NOT multi-plug adapters when needed.
- DO NOT overload electrical outlets.
- Extension cords should be for temporary use only, 90 days or less.
 - 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.



SMOKING

- NEVER smoke while on oxygen or near someone on oxygen.
- Smoke only in approved areas. Make sure guests and visitors know where the designated area is located.
- NEVER smoke while drowsy or in bed.
- Use large, deep, non-tip ashtrays.
- Never extinguish cigarette butts in potting soil or plants.



Fire and Life Safety Checklist for Residents

APPENDIX A

SLIPS, TRIPS AND FALLS

- Have good lighting around you.
- Especially in bedroom, bathroom, and hallways
- 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
- Remove clutter and cords.
- Exercise regularly to improve strength and flexibility.
- 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. This includes 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.
- Remember, when not in use, oxygen supply valves should be turned off.
- Always follow the instructions provided by your oxygen supply company.
- Post an “Oxygen in Use” sign on your front door to alert guests and emergency personal of the potential hazard.



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 when cooking.
- 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 Fires: 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 Fires: Close the oven door and turn off the heat.

Microwave Fires: Keep the door closed and unplug the microwave. Have the oven serviced before using it again.

Medical Emergencies

APPENDIX A

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

- Apartment name, address, phone number and your name
- Nature of your call
- Apartment number where the resident can be found
- Location of the entrance fire apparatus should respond to:
 - Where is the closest entrance to the resident?
- 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 resident can be found.



Remember:

- DO NOT hang up with 9-1-1 until all information has been given to the dispatcher.
- Place directional maps near entrances and exits, central locations, nurse stations, and fire control panels.
- Ensure rooms and large areas are well marked and labeled.

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

- Resident name, age, and primary complaint
- Events leading up to the illness or injury - was it a sudden injury or illness?
- The resident's current condition and how it changed over time.
- What actions have been implemented to the patient?
- Has the patient's condition changed?
- Resident's File of Life card including:
 - Medications
 - 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?

Remember:

- Call the resident's family to update them on the current situation and which hospital they have been transported to.
- Provide the nearest fire station(s) with floor plans of your facility.
- Call: 720-201-5360 to find the station nearest you!