

FIRE SAFETY & PREVENTION CHECKLIST

FIRE IS THE MOST COMMON OF ALL DISASTERS. TAKE ACTION NOW TO PREPARE FOR AND HELP PREVENT A FIRE.

PREPARE

A fire can start anytime, anywhere, and often without warning. Being prepared can help save lives, minimize panic, and reduce damage to property.

- Establish an orderly escape plan and designate a safe meeting place
- Conduct regular fire drills so everyone knows what to do
- Be sure exits are unobstructed and exit signs are easy to see
- Maintain an emergency kit with first-aid supplies, batteries, flashlights, and other preparedness essentials
- Install smoke and carbon monoxide alarms and inspect them twice a year
- Have fire extinguishers readily accessible throughout your facility
- Train staff how to use a fire extinguisher by teaching them the acronym **PASS**:
 - P**ull the safety pin
 - A**im nozzle at the base of the fire
 - S**queeze the handle
 - S**weep extinguisher from side to side

PREVENT

Most fires can be prevented. Protect your residents, staff, and property by eliminating common hazards that increase the risk of fire. To help prevent a fire:

- Store flammable and hazardous liquids in a fire-safety cabinet
- Place combustible materials at least three feet away from furnaces, water heaters, and other heat sources
- Keep portable heaters away from rugs, draperies, furniture, and bed linens
- Do not overload electrical outlets, power strips, or extension cords
- Have faulty or exposed wiring inspected by a licensed electrician
- Create designated smoking areas and provide cigarette receptacles
- Perform regular maintenance on HVAC and cooking equipment to minimize the chance of a fire caused by excessive dust, grease, and fat buildup
- Only use light bulbs that match the recommended wattage on the fixture

*For complete fire safety and preparedness resources, visit hdsupplysolutions.com and search **fire safety**.*