

# Personal and Property Fire Safety & Security

## Fire Safety:

In case of fire begin evacuation & call 911 from safe location.

- √ Evacuation Plan: Develop and practice an escape route and know at least two ways out of each room.
- √ Doors to basements, laundry and furnace rooms are “fire doors” that must be closed at all times. These doors are meant to inhibit the spread of smoke and fire. Keeping them closed during a fire saves lives & property.
- √ Never leave burning candles unattended and keep them at least 3 ft away from anything flammable.
- √ Never use a stove, oven or grill to heat your home.
- √ Space heaters are for temporary use only, keep all combustible materials at least 3 ft away from heater and always turn the heater off when leaving.
- √ Fire Extinguishers: If you are familiar with the proper use and the fire is not spreading, you may then attempt to extinguish the fire. Know both your limits and the extinguisher’s limits. Remember PASS...Pull the pin, Aim low at base of the fire, Squeeze lever to discharge, Sweep nozzle from side to side. Always keep your back to an obstructed exit that is free from the fire.

## Grilling Safety:

- √ Local Fire ordinances prohibit open-flame cooking devices from being used on combustible balconies (charcoal, wood, LP, etc).
- √ Anything with an open flame must be at least 10 feet from the building. Grills that are powered by the small LP cylinders (2.5 lb water capacity), are allowed to be stored on combustible balconies or within the 10 ft limit, but cannot be used there.
- √ Make sure the coals are completely cooled with water before disposing of them
- √ Make sure all ashes are contained in a non-combustible container

## Locks & Building Security:

- √ Never let strangers into the building when you are entering or leaving.
- √ Make sure the entry door closes and latches behind you.
- √ When buzzer rings, check identity of the person seeking entry before allowing in.
- √ To keep yourself, others and personal property safe, make sure you never prop doors. Please close propped doors right away and report repeat problems to owner or manager.
- √ Don’t keep a hidden key outside or give apartment keys to anyone else.
- √ Report to the building owner or manager immediately any doors, lighting, smoke alarms or fire extinguishers that are missing or not working properly.

## Personal Safety:

- √ Renters Insurance: Obtain your own policy to protect your personal belongings.
- √ Be aware of your surroundings, look around before you leave & report anything that appears suspicious to you.
- √ Don’t walk home alone, develop a “buddy system” and share your plans with others.

## Smoke Alarms:

- √ The smoke alarms are there for your protection. NEVER tamper with them or remove them.
- √ Test smoke alarms regularly.
- √ It is your responsibility to ensure the alarm is in working order, notify your landlord if it is not.