

# **FIRE**

## **SAFETY GUIDE**



## Contents

Fire Safety . . . . .	4
If You Discover Fire . . . . .	5
Door Closers are Life Savers . . . . .	5
Insurance . . . . .	5
Cooking . . . . .	6
Smoking . . . . .	6
Candles . . . . .	6



## Fire Safety:

- **If you think your smoke detector is not working or you can't hear the alarm in the bedroom, call your Tenant Support Representative (TSR) right away**
- Know your building; learn the locations of all exits and stairwells
- The common areas of your building are equipped with fire and life safety equipment, such as:
  - » Fire extinguishers
  - » 24-hour monitoring system
  - » Pull stations
  - » Smoke detectors
  - » Carbon monoxide detectors
  - » Fire alarm panels
- Tenants must participate in fire drills – valuable information is shared
- It is a criminal offence to disconnect fire safety equipment including door closers and smoke detectors
- Do not prop your apartment door open

## To avoid fire hazards, tenants and visitors must:

- Never use unsafe electrical appliances, frayed extension cords or overloaded outlets
- Never run cords under rugs – it prevents the cord from releasing its heat and could lead to a fire
- Never leave anything that may burn or cause a trip hazard in the halls, corridors or stairways
- Always clean out the lint dryer collector before and after each use
- Test your smoke alarm monthly by pushing the test button with a broomstick. Advise staff immediately of any problems with safety equipment in your apartment or if unable to test your smoke alarm.
- Report all fire hazards to NRH

**Notify your TSR if special assistance is required to leave the building during emergencies**



## If You Discover Fire:

### Remain Calm.

**BEFORE** opening your unit door to leave, test the door and knob for heat

- 1.** If the door is hot, stay in your unit. If the door is cool, open it slightly and check the corridor for smoke.
- 2.** If the corridor is filled with smoke, stay in your unit. If the corridor is clear, leave and close all doors behind you **(unless the Fire Department has instructed you to stay in your unit)**.
- 3.** Pull the nearest fire alarm
- 4.** Call 911 and give them the building address, your name and telephone number and the nature of the emergency
- 5. Do not use the elevator.** Leave the building using the nearest exit or exit staircase. If you can't use the staircase because it is filled with smoke/fire, return to your unit.
- 6.** Go to the designated meeting area

If you stay in your unit, place damp towels or duct tape around the door frame to prevent smoke from entering. Call 911 and let them know your location.

If smoke enters your unit, go to the balcony and signal the Fire Department of your location using a towel or sheet.

## Door Closers Are Life Savers!

The closure on your apartment door is a **safety feature** and required by law. If you have a fire in your apartment, the door closer will shut the door behind you. This limits the spread of deadly smoke and fire throughout the building. Do not remove the door closer.

**If you notice any problem with your door closer, you are required to report it immediately to your TSR.**

## Insurance:

You should have tenant's insurance coverage for your belongings, and to cover your expenses for temporary accommodation. For information on tenant insurance options, please contact a local insurance broker or visit [www.sohoinsurance.ca](http://www.sohoinsurance.ca).



## Cooking:

The #1 cause of fires is careless cooking! Avoid unsafe cooking practices:

- Do not leave pots or pans unattended on the stove
- If you must leave the kitchen, turn off all elements
- Do not hang curtains, towels, paper or other combustible materials above the stove
- Keep a tight fitting lid for your pot or pan near the stove to smother any flames
- Do not wear loose fitting clothing while you are cooking on the stove
- Have a fire extinguisher available

## Smoking:

- Smoke outside
- Avoid careless smoking and **never smoke in bed**
- If you smoke, use large, deep ashtrays, and soak ashes in water before disposal
- Don't put ashtrays on the arms of sofas or chairs
- Don't leave cigarettes, cigars or pipes unattended – put out all smoking materials before you walk away
- If you begin to feel drowsy while watching television or reading, put out your cigarette or cigar

- If smokers have visited, be sure to check the floor and around chair cushions for ashes that may have dropped accidentally
- Do not smoke in a unit with oxygen

## Candles:

The misuse of candles is one of the major causes of home fires. It is best to use flameless candles to eliminate potential fire hazards but if you plan to light a flame candle, follow these tips:

- Blow out the candle when leaving the room or going to sleep
- Keep lit candles away from items that can catch fire such as clothing, books, curtains, Christmas trees and paper decorations
- Place candles in sturdy, burn-resistant containers that won't tip over and are big enough to collect dripping wax
- Don't use candles in high traffic areas where children or pets could knock them over. Never leave children or pets alone in a room with lit candles.
- During power outages, be careful when using candles as a light source. Many fires start when fire hazards go unnoticed in the dark.
- Keep candle wicks short at all times
- Never let candles burn out completely. Blow them out when they get to within two inches of the holder.





2201 St. David's Road  
P.O. Box 344  
Thorold, ON L2V 3Z3  
905-682-9201  
Fax: 905-935-0476  
[www.nrh.ca](http://www.nrh.ca)

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