

Fire Safety Rules and Procedures For Occupants 2024

These procedures and rules apply to all apartment residents and employees

1. The emergency telephone number for fire, ambulance and police is 911. Residents and employees should dial 911 without delay if fire, smoke or an emergency condition is encountered or reported.
2. Before a building evacuation is required, residents of each individual apartment shall pre-plan and designate an assembly point for all occupants of their apartment unit. All apartments have a direct exit to the outside. If informed of a fire or a gas leak in their building, or if a general alarm is sounding, all occupants shall evacuate the building. Outside assembly points will be safely away from the building and in an area that will not interfere with fire department operations.
3. Each apartment unit is equipped with an adequate and functioning smoke detector(s) at the time of occupancy. *Smoke detector(s) are not to be disabled for any reason at any time.* Residents should test the detector(s) each month for proper functioning. If battery powered smoke detectors are utilized, the apartment resident is responsible for replacing the batteries each year or more often if a low battery condition is indicated by a momentary chirp that sounds periodically. Residents should immediately report malfunctioning detectors to the owner or manager for prompt repair or replacement.
4. Each apartment unit or common area is provided with a dry chemical fire extinguisher rated for use on ordinary fires (paper, wood, cloth, etc.), on flammable liquids (oil or grease fires) and on energized electrical equipment. *Extinguishers are to be kept where they are mounted except for use.* Read the instructions printed on extinguishers before they need to be used. Report the fire by dialing 911 before using an extinguisher. If the fire is on or in a stove, turn off the heat as soon as safely possible. When using a fire extinguisher keep your back toward an exit. Avoid breathing smoke. If the fire becomes too large, get out and close the door behind you. Inform the manager if an extinguisher is used, accidentally activated, is missing or if the pressure gauge is not in the normal zone. These shall be promptly replaced by the owner or manager. The owner or manager will insure that extinguishers are serviced at least annually by a state licensed technician. If an extinguisher is removed for repair it shall be immediately replaced with a like kind serviceable unit.
5. If smoke or fire is present in your apartment do the following:
 - a. Alert other occupants in your apartment unit and have them leave the building.
 - b. Call 911 and report the emergency or have another responsible person do so.
 - c. If the fire is small consider using the provided fire extinguisher.

- d. Make sure other building occupants are informed of the fire.
 - e. When you exit the apartment, close the door. Meet the responding firefighters and inform them of the location of the fire.
 - f. Never re-enter a smoke filled structure to save valuables or pets, etc.
6. All residents are prohibited from using barbecue grills, cookers, hibachis or smokers, etc., on balconies, porches, decks, or verandahs, and/or within 10 feet of any combustible surface. These devices may be stored, when cold, on private balconies or porches, etc., but not on walkways or exit areas out of apartments or buildings. *However, barbecue grill type devices equipped with a LP-Gas (propane) tank are not to be stored in a building or any part of a building.*
 7. Smoking is prohibited inside buildings/apartments or on building balconies (if available).
 8. Common hallways, exit ramps, verandahs, stairways and exits shall be kept unobstructed.
 9. Residents are required to keep cook stoves, ovens and vent hoods clean. Grease and other build-ups on stoves and ovens will eventually ignite and cause a fire.
 10. Residents are not to leave stove top cooking unattended. Stove top units should be turned off if the occupant leaves the immediate area.
 11. Residents shall keep lighters and matches away from children.
 12. Burning of candles or oil lamps in apartments is prohibited.
 13. Residents are not to use portable space heaters.
 14. Motorcycles or any other engine powered devices are not to be parked or placed in inhabited buildings, under stairways, in entryways, hallways and on balconies or porches of inhabited buildings.
 15. Any storage in closets or cabinets housing gas fueled appliances, such as water heaters or central heating units, is prohibited.
 16. Storage of hazardous materials, including, but not limited to, flammable liquids (such as gasoline or paint thinners) in containers over eight ounces each and LP-Gas (propane) tanks of over one pound propane capacity (2½ pounds of water), is prohibited in occupied buildings and on balconies or porches.
 17. Furniture or beds should not touch electrical cords where they are plugged into a wall outlet. The use of electrical extension cords is discouraged. If they must be temporarily used, they should be of the current UL listed type rated for the electrical load imposed and they should be as short as possible. Cords must not be placed where they could be walked on or hung on nails or over other metal devices.

18. Holes in walls and ceilings allow fire spread into concealed areas. Holes should immediately be reported by residents and promptly repaired by the owner or manager.
19. Residents should immediately report malfunctions of furnished appliances or any gas or electrical devices. Residents should not make any repairs or modifications. Malfunctions will be promptly repaired by the owner or manager.
20. Parking is permitted in designated areas only. For the general safety of all residents, improperly parked vehicles will be towed away at the expense of the vehicle owner.
21. The discharge of fireworks is prohibited on apartment complex property.
22. Occupants of units equipped with clothes dryers should clean lint filters before each use. The owner or manager shall insure that clothes dryer vents are unobstructed and working properly.
23. If the apartment is equipped with a fireplace it is intended for small, decorative type fires only. When using fireplaces, the following precautions shall be observed:
 - a. Keep furniture, combustibles and fire wood at a safe distance from the fireplace.
 - b. Make sure the chimney flue vent is open before lighting the fire.
 - c. Close the installed fire screen after lighting the fire.
 - d. If commercial, pressed fire logs are used, the instructions accompanying them should be followed and only one log at a time should be burned. Do not cut these into smaller sizes.
 - e. Do not use the fireplace as an incinerator to burn papers, cardboard, packing material , etc.
 - f. Never use a flammable or combustible liquid as a fire starter.
 - g. Fireplace ashes can remain hot enough to start a fire for 24 hours or longer. Do not attempt to collect ashes until at least 24 hours after the fire has burned out. Ashes should be put only in metal containers and then not placed on or near combustibles. Do not put ashes in dumpsters until at least 48 hours after the fire has burned out.

Emergency Procedures and Safety Rules endorsed by Brad Landi, Fire Marshall

Receipt and understanding of these emergency procedures and safety rules is acknowledged. I (We) understand that compliance with these emergency procedures and safety rules is required for the mutual safety of all occupants of the apartment complex and that non-compliance constitutes a default of the lease contract and/or grounds for eviction.

Printed Name of Resident(s)
Signed

Signature of Resident(s)

Printed Name of Owner or Owner's Agent
Date Signed

Signature of Owner or Owner's Agent
