

FOSTER HOME & ADOPTION - CHECK LIST

January 30, 2012

Foster homes for children are regulated by the Texas Department of Protective and Regulatory Services (TDPRS). As a condition for licensing by the State of Texas, foster homes must pass an annual fire/safety inspection. TDPRS requires the same inspection before approving an adoption.

This check list includes, but is not limited to, the standards of a Fire Prevention Checklist (form 2933) published by the TDPRS, dated October 1999. This Check List includes additional requirements imposed by the Jollyville Fire Marshal. Some items require only discussion or briefing.

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF "FAIL"

	OK	FAIL	N/A
1. The emergency number for FIRE, POLICE or AMBULANCE is 911. The numbers for monitoring alarm companies to use is (512) 864-8370.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The address (unit number if applicable) should be easily visible from the street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The exterior grounds of the property should be free of trash, tall dry weeds, grass or brush and any other accumulated combustibles that could be a fire hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The inside of the residence should be free of rubbish. Check the garage and attic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The dwelling will have at least two unblocked exits to the outside. One of these may be a window that is easy to open without the use of a key or tool. All bedrooms must have a normal door for primary escape and one normal sized unblocked window for emergency escape, or rescue, that is easy to open from the inside without the use of a key or tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The only approved dwelling heating system will be a CENTRAL HEAT UNIT that is listed (approved) by a nationally recognized standards organization such as UL or the American Gas Association and installed according to accepted standards. All other types of heating including electric, gas or liquid fueled space heaters, are not be used <i>without the written approval of the Jollyville Fire Marshal</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Properly mounted smoke detectors shall be <u>outside</u> of each sleeping area in the immediate vicinity of the bedrooms. In residences built after 1991, smoke detectors are also required to be located <u>inside</u> each bedroom. Test monthly and if battery operated, change batteries each year. Check for proper operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. At least one fire extinguisher with a UL type and size classification of at least 2-A:10-B:C (could be larger numbers) will be mounted in a visible and accessible location in or near the kitchen exit, but not closer than 8 feet from the cooking stove. Check for adequate pressure and that the safety pin is secured in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OK	FAIL	N/A
9. Fire extinguishers must be serviced annually by a State licensed inspector and recorded on an attached service tag. Service tag is not required if extinguisher is less than one year old and proof of purchase date is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. UL listed power taps with ground and built-in CB that are plugged directly into an outlet are approved. Electrical cords should not run under floor covering, over nails, hooks, metal edges, through walls, ceilings, or partitions. They should not be where they will be stepped on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Electrical devices, switches and outlets will have cover plates in place. Electrical outlets accessible to children must have child resistant covers installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Gas appliances must have approved metal tubing and connectors. There shall be no storage inside cabinets or closets enclosing gas appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. There should be no holes or gaps in wall and ceiling covering material that could allow fire spread.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Portable propane cylinders of over 1¼ pound capacity (about 3" X 12" cylinder) should not be stored or used in buildings or garages, or kept closer than 5 feet from a building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. There should be a fire escape plan and designated outside assembly point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Fire drills should be practiced regularly and at least every other month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. There should be an alerting bell or alarm to signal an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Keep stoves, ovens and vent hoods clean. Built up grease will eventually ignite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Wood burning or gas fireplaces must be protected with a spark screen or guard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Matches and lighters are kept out of the reach of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do not have candles or fuel oil lamps burning that are not attended by an adult in the room. Burning of candles or fuel oil lamps is not allowed in apartments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. If small children are present, hazardous materials will be kept where children cannot access them. This includes, but is not limited to, any medications, insecticides, bleach, drain cleaners, toilet cleaners, paint thinner, paint products, gasoline, oven cleaners, ammonia, automatic dishwasher detergent, and pool treatment chemicals. Ask to see where these or similar items are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Flammable liquids not to exceed five gallons will be stored in code approved safety cans and kept away from heat and children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The area around clothes dryers and dryer vents are free of lint. The dryer lint trap should be cleaned before each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCUSSION ITEMS

1. In the event of a fire or other emergency dial 911. Do not dial “0”, as the telephone operator is located in San Antonio and it delays notification of the proper emergency agency by 10 minutes or more. Avoid using cellular phones, which bypass the 911 computer system that automatically identifies the proper emergency agency and gives the callers address.
2. Explain the reason for feeling for heat before opening a door that could lead into a fire area. Explain how to cautiously open the door just enough to look for fire or heavy smoke. (Open only 2 or 3 inches and be prepared to forcefully close the door if heavy smoke or flames are present.) Brief on the importance of keeping low to the floor in a smoke environment.
3. If the dwelling has rooms above the ground floor, discuss optional egress methods such as first floor roof access or chain/rope fire escape ladders. If the door exit is not usable because of fire, heat or heavy smoke, keep the door closed and go to a window for escape or rescue.
4. If there is a fire, have all occupants exit the house. It is important to close all doors when exiting rooms and the building proper to reduce smoke spread and fire intensity.
5. If the fire is small, consider using the fire extinguisher. The required fire extinguisher is effective on all types of fires and is safe to use on energized electrical equipment. Read the instructions on the extinguisher before it needs to be used.
6. Always call or have someone call the fire department (911) before any fire fighting attempts.
7. When using an extinguisher, keep your back toward an exit, aim at the base of the fire from about 6 to 8 feet away. Avoid breathing smoke. If the fire becomes too big, get out and close the door behind you.
8. If there is a fire on the stove top, use the fire extinguisher. Turn off the heat when this can be done safely. Do not use flour, salt, sugar, or try to smother the fire with towels or other items.
9. If there is a fire in an oven, microwave or clothes dryer, keep the door closed and turn off the heat. Be prepared to use the fire extinguisher if the fire extends outside of these appliances.
10. Never re-enter a burning or smoke filled structure. Meet and brief the fire department. Tell the senior firefighter if there are people or animals inside and the location of the fire, if known.

Leave a copy of this check list with the person contacted and ask them to review it with other residents.