

PRIVATE RESIDENCE - CHECK LIST (1 and 2 family dwellings)

January 30, 2012

Occupants Name _____ Date _____

Address _____

	OK	FAIL	N/A
1. The emergency number for FIRE, POLICE or AMBULANCE is 911. If the residence has a monitored alarm system, the number for the alarm company to use for all emergencies is (512) 864-8370.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The address (and 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 residence 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 dwelling should have at least two unblocked exits to the outside. All bedrooms should have a normal door for primary escape and one normal unblocked window for emergency exit (or rescue) that is easy to open without the use of a key or tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Properly mounted smoke detectors should be located <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. This "outside and inside" location for bedrooms is recommended for all residences. Smoke detectors should be tested monthly. If battery operated, change batteries each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Electrical cords should not run under floor covering or over nails, hooks, metal edges, through walls, ceilings, or partitions, etc. They should not be where they can be stepped on or otherwise damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Electrical switches and outlets should have cover plates in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Electrical outlets accessible to children should have child resistant covers in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. There should be no storage inside cabinets or closets enclosing gas appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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"/>
11. Portable propane cylinders of over 1¼ pound capacity (about 3" X 12" cylinder) should not be stored or used in buildings or garages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Stoves, ovens and vent hoods should be kept clean. Built up grease will eventually ignite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	OK	FAIL	N/A
13. Always keep combustibles well away from the stove top and other heating devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Matches and lighters should be kept out of the reach of small children.			
15. If small children are present, hazardous materials should 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, and automatic dishwasher detergent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Gasoline should be stored in code approved metal safety cans, and preferably not inside of any part of the house or an attached garage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The area around clothes dryers and dryer vents should be free of lint. The dryer lint trap should be cleaned before each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. A dry chemical fire extinguisher should be located in or near the kitchen exit, but not closer than 8 feet to the stove. The recommended UL size classification is 2-A:10-B:C or larger numbers such as 3-A:20-B:C (about a 5 lb size). The minimum effective size would be 1-A:10-B:C (about a 2½ to 2¾ lb size).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Barbecue grills should not be used in any enclosed area or under an overhang.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Swimming pool or hot tub chemicals such as acids and Chlorine are very hazardous. If Chlorine comes in contact with certain common fluids (some oils, brake fluid, antifreeze, acids, etc.) it will chemically react and produce an intense fire, releasing toxic gases. It is recommended that these chemicals only be obtained in small quantities as needed and not be stored in the house or garage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. If a fireplace is used regularly the chimney flue will require periodic cleaning to remove combustible buildups. Discuss how to prevent or reduce the risk of flue fires and how to recognize one. Call the fire department (911) if a flue fire occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Wood burning fireplaces, if used, should have a spark screen or glass doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. The family should have a fire escape plan and designated outside assembly point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCUSSION ITEMS

1. In the event of a fire or other emergency always 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. Do not have candles or fuel oil lamps burning that are not attended by an adult in the room.
3. 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.
4. 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.
5. 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.
6. If the fire is small, consider using the fire extinguisher. The recommended fire extinguisher is effective on all types of fires and is safe to use on energized electrical equipment. (Emphasize the importance of the A-B-C rating.) Read the instructions on the extinguisher before it needs to be used.
7. Always call or have someone call the fire department (911) before any fire fighting attempts.
8. 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.
9. 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.
10. 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.
11. Never re-enter a burning or smoke filled structure. Meet and brief the fire department. Tell the firefighters 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.