



FIRE PREVENTION GUIDELINES

Fire prevention is potentially the most powerful strategy for reducing both life and property fire hazards. *A fire that never happens causes no loss or damage!*

The most important thing that can be done to protect the people supported as well as you as an employee from a fire is to prevent it from occurring. By preventing the outbreak of fire, you not only save lives, but also avoid property damage. All employees have a responsibility to protect those that they support from fire assuring adherence to common fire safety practices.

LADD's Fire Prevention Program is based on the following components:

- ⇒ **Adhering to General Fire Safety Guidelines:** Vigilance and awareness can be key tools to prevent fires. Following simple safety rules can also prevent fires.
- ⇒ **Conducting Fire Evacuation Practice Drills:** Having a plan is only the first step; it must be consistently practiced.

GENERAL FIRE SAFETY GUIDELINES

Listed below are some common fire safety practices that should be adhered to throughout the organization.

COOKING

When cooking in the home/location there are several things you can do to prevent fires.

- ⇒ Never leave cooking food on the stovetop unattended, and keep a close eye on food cooking inside the oven.
- ⇒ Keep cooking areas clean and clear of combustibles (e.g., potholders, towels, rags, drapes and food packaging).
- ⇒ Turn pot handles inward so they can't be bumped or grabbed.
- ⇒ Never use a wet oven mitt, as it presents a scald danger if the moisture in the mitt is heated.
- ⇒ Always keep a potholder, oven mitt and lid handy.
- ⇒ If a small grease fire starts in a pan, put on an oven mitt and smother the flames by carefully sliding the lid over the pan. Turn off the burner and do not remove the lid. You can also put out a grease fire by smothering it with flour.
- ⇒ NEVER pour water on a grease fire. It can shoot burning grease around the kitchen and spread the fire.
- ⇒ If there is an oven fire, turn off the heat and keep the oven door closed to prevent flames from burning you and your clothing.
- ⇒ If there is a microwave fire, keep the door closed and unplug the microwave.

ELECTRICITY AND EXTENSION CORDS

Extension cords of any design shall only be used for temporary use and must not be used for any type of heating device. The use of surge protectors is not permitted except for computers.

ALTERNATIVE HEATING APPLIANCES

Use of any alternative heating appliances including fireplaces, space heaters and wood stoves should be used with extreme caution (Not allowed in state licensed facilities). Your local fire department can provide you with specific guidance in your home about the use of these devices. In all cases such appliances should be installed, maintained and tested in accordance with the manufacturer's recommendations including the disposal of ash and debris.

EXIT DOORS AND WINDOWS

Exit doors and windows shall be arranged and maintained to provide free and unobstructed egress from all parts of the home/location at all times. This includes keeping clear of snow and ice in the winter months.

FIRE ALARM/SMOKE DETECTORS

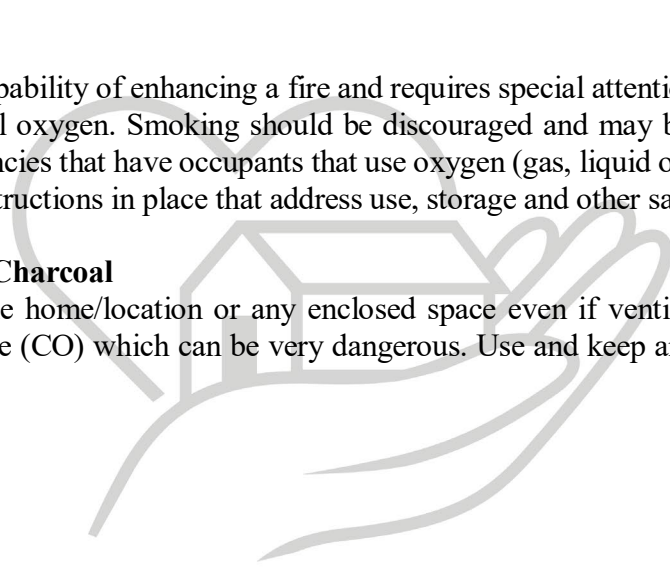
If this program is equipped with a fire alarm system, system should be maintained by a professional alarm company. Battery operated smoke detectors should be replaced according to manufacturer's recommendations and batteries should be replaced twice per year during time changes. In the event of a fire alarm system failure battery operated smoke detectors will be used as back up.

OXYGEN IN USE

Medical oxygen has the capability of enhancing a fire and requires special attention to ensure minimizing any fires in the area of medical oxygen. Smoking should be discouraged and may be prohibited in areas where oxygen is present. Occupancies that have occupants that use oxygen (gas, liquid or concentrators) should have safety notifications and instructions in place that address use, storage and other safety concerns.

GRILLS – Propane and Charcoal

Never use a grill inside the home/location or any enclosed space even if ventilation is provided. Charcoal produces Carbon Monoxide (CO) which can be very dangerous. Use and keep any grill at least 10 feet away from the building.



LADD

WE MAKE THE DIFFERENCE