

# Fire Safety

**It's about being prepared...**

By

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# Fires on property = catastrophic loss!

Beyond the obvious danger and threat of injury and/or death that a fire can cause, the threat of financial loss/damage to your property in the event of a fire can be equally catastrophic. It is very important that as a site manager, you maintain a plan of administration in the prevention and maintenance of fire protocols on your site. This is not only to mitigate financial loss, but moreover to keep your residents safe if a fire were to occur.



# The 4 P's of Fire Safety

- Fire safety truly is a practiced process. That is why we recommend the following when implementing a fire safety strategy. Follow the four P's:
  - **Plan**
  - **Prevention**
  - **Protocol**
  - **Partnership**

# Plan

- Prevention of injury and/or damage does not happen without a plan:
  - **Know your property's evacuation routes in the event of a fire.**
    - Fire drills with residents should be conducted quarterly. Coordinate these with your local fire department. – **MOVING FORWARD YOUR FIRE DRILLS MUST BE LOGGED AND RPM'S WILL BE INSPECTING THESE LOGS DURING SITE VISITS/AUDITS.**
    - Residents should know locations of fire extinguishers, sprinklers and pull stations.
    - There should be a hierarchy of emergency contacts if a fire has occurred:
      - Fire Department
      - Regional Manager
      - American Red Cross
      - VP of Property Management

# Prevention

- As a site manager, there are many prevention measures you can put in place to prevent a fire from ever happening on your property:
  - Do regular inspections of units to ensure smoke detectors are on and operating correctly. **Never let a resident repair their own smoke detector.**
  - Inspect fire extinguishers and sprinklers in accordance with what the fire code requires in your area. (annually, quarterly).
  - Know who your alarm monitoring company is. Do you have a direct contact person at the company? Update your contact info quarterly with the fire alarm monitoring company.
  - Give residents helpful hints on how they too can prevent fires. (Ex: minimize the number of extension cords used in the house.)

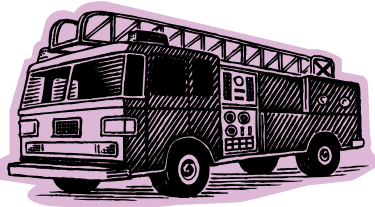
# Protocol

- Sometimes even with a plan in place and with the implementation of preventative measures, disaster can happen. If there is a fire on your property, know your protocol for administration:
  - Call the fire department. If you are alerted that there is a fire on your site, your **first** call should be to 911.
  - Institute the evacuation plan you have practiced with residents during your fire drills:
    - In a fire, residents will undoubtedly panic, no matter the size of the fire. Remain the cooler head and ensure that both you and your residents get to a place of safety.
  - Call your Regional Manager. Your RPM is a resource. Not only is this a required call per policy, but your RPM will make those hard phone calls for you while you maintain order with your residents. (ex: American Red Cross, VP of Property Management).
  - Once the fire has been extinguished, know your plan for re-entry to the property.
    - Contact your vendors (Elevator, Sprinklers, Disaster Repair Companies)
      - Some of your systems may need to be reset as a result of the fire. EX: Sprinklers
    - The fire department will tell you what areas of the property can be reentered and which are off limits.
    - Be prepared with alternate living options for those residents that may be displaced as a result of the fire damage.

# Partnership

Fire Safety can be easily instituted via strong partnerships:

- Local Fire Department: Many fire departments will do free education for your residents on how to prevent and/or extinguish small fires.
- Disaster Recovery Vendors: Vendor partners like Disaster ONE and CRC Construction will create free emergency plans for your property that you can use as a resource in the event of any catastrophe; fire, flood, earthquake, etc.
- American Red Cross: You don't have to have an emergency to initiate contact with the American Red Cross. They too offer training in your area for:
  - Displacing of residents in the event of a disaster.
  - Working with local charities to assist residents in recouping personal items possibly lost to fire damage.



**American Red Cross**

# *What if you really do have a FIRE?*

- Keep residents calm & make sure everyone is accounted for.
- Remember your hierarchy call list:
  - 911, RPM, American Red Cross, VP of Property Management, Alarm Company.
- Reset your pull stations.
  - Your local fire department will assist with this once the fire has been extinguished.
- What is maintenance role?
  - Your maintenance supervisor is part of the evacuation team. Typically no maintenance can be done until the Fire Marshall deems the area safe for re-entry.
- The first 48 hours:
  - Incident reporting
  - Damage claims to be filed with insurance company
  - Take photographs.
  - Have a plan for repair, dependent upon the severity of the damage.
- If you have displaced tenants, make sure you maintain communication with them and alert them of the plan to get them back in their homes.



THANK YOU!