



Emergency Guide Template

Apartment Name: _____

Address: _____

Phone Number: _____

- **Fire Alarm Manual Pull Stations** (if equipped)

- Pull stations are located _____
- In the event of a fire, _____
to operate the pull stations.
- Pull stations should be activated in the event of a fire.



- **Smoke Alarms** (as required by code)

- Smoke alarms are located _____ in unit
and _____ in building.
- Smoke alarms provide early detection of smoke and signal a warning to exit
the building.



Suggested:

- If applicable, the consequence(s) for damaging, vandalizing or deactivating a
smoke alarm
is _____
- _____ is responsible for testing smoke alarms once a month
- _____ is responsible for changing smoke alarm batteries yearly
- Vacuuming alarm on a regular basis keeps it free of dust so it won't mistake
debris for smoke particles
- Never paint a smoke alarm

- **Fire Extinguishers** (as required by code)

- Fire extinguishers are located _____ in unit and _____ in building.
- Fire extinguishers are for putting out a fire.
- To use a fire extinguisher use **PASS** (**P**ull, **A**im, **S**queeze, and **S**weep)
 - Only use an extinguisher if you know how it works
 - Only attempt to extinguish small fires no larger than an office trash can
 - Make sure you can exit safely if the fire is not extinguished



Suggested:

- If applicable, the consequence(s) for discharge, vandalism, or theft of fire extinguishers is/are _____

- **Sprinklers** (if applicable)

- Sprinklers are a life saving device. They will slow the spread of fire and give residents time to evacuate.
- Sprinklers are located are located _____ in unit and _____ in building (example: halls, throughout buildings, in individual apartments, etc.)



Suggested:

- If applicable, the consequence (s) for damaging, vandalizing, or tampering fire sprinklers is _____
- Do not paint, tamper with or hang items from sprinkler heads

- **Exit Signs** (as required by code)

- Illuminated EXIT signs are located _____
- Exit signs denote the closest way out and must be visible from any direction of travel.



Suggested:

- If applicable, the consequence(s) for damaging, vandalizing, or tampering with EXIT signs is/are: _____

- **Exit/Egress Planning**
See sample - Appendix A

Evacuation diagrams/maps are required and must include the following items where applicable:

- The guide shall include an emergency evacuation plan for each dwelling unit
- Primary and secondary accessible evacuation routes need to be noted

Suggested, but not required information includes the following items:

- A statement on calling 9-1-1 once they've left the building

- Instructions on elevator use (when applicable)
 - Comments on never using the elevator during a fire unless directed by fire personnel

- Information on safe exiting:
 - Crawl low under smoke to the exit
Only exit when safe to do so; otherwise defend-in-place. If the resident cannot leave the building the following steps should be implemented:
 - Call 9-1-1 and inform them of your location
 - Seal the room off by closing doors, windows, and vents
 - Move to a window and signal for help – do not open the window
 - Make yourself visible by waving a flashlight or bright object
 - Loudly call out to firefighters upon their arrival

- If applicable: Our facility has residents that are considered non-ambulatory (unable to move from place to place) and could not safely evacuate on their own
 - Our list of non-ambulatory residents is kept on file at:

(ex: fire alarm control panel, main office with master copy of guide)
 - Updates and revisions to the list will be completed as changes occur.
 - ONLY non-ambulatory residents will be allowed to defend in place.
 - Firefighters arriving on scene should be immediately advised of the detailed list of individuals.
 - The list should include the resident's name and apartment number.

- **Reassembly Area** (Meeting Place)
 - The Reassembly area or areas for this property are located:

 - The reassembly area is 50 feet away from buildings so as not to impede the activity of firefighters
 - Check-in with building manager or fire official once you are outside
 - **Do not** re-enter until told to do so by fire official

Submitting Emergency Guides to the Fire Department for the Acceptance Process

Completed Emergency Guides should be submitted to the Colorado Springs Fire Department using these methods:

- Fax 719-385-7386 Attention: Apartment Emergency Guides
- Mail or hand deliver to:
Colorado Springs Fire Department
Attn: Apartment Emergency Guides
375 Printers Parkway
Colorado Springs, CO 80910

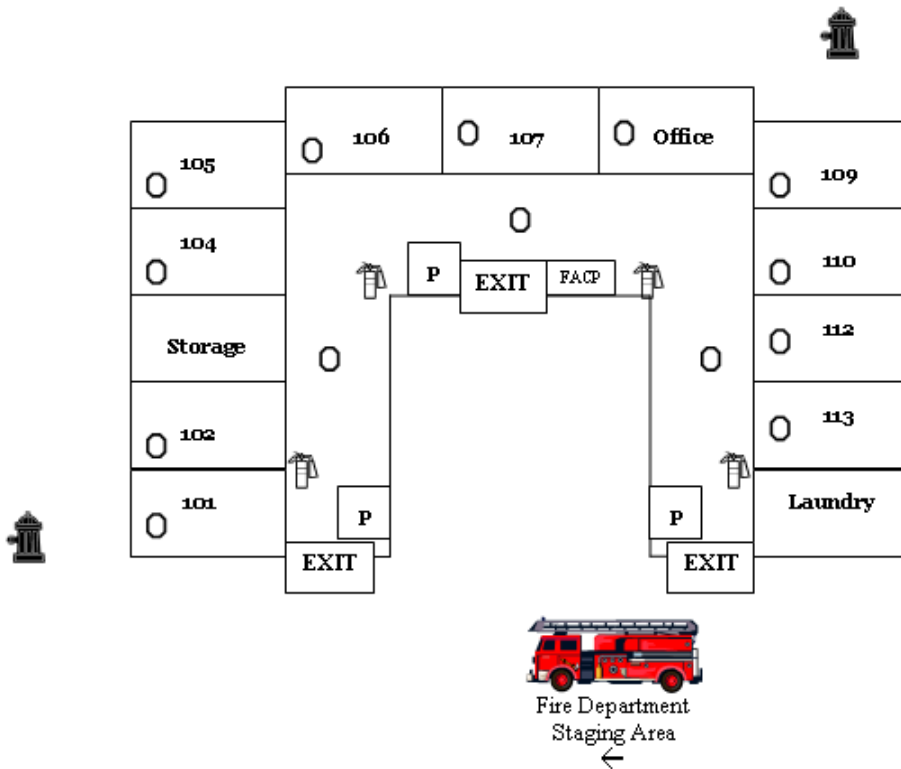
Emergency Guides will be reviewed within 30 days from the date received. If changes are required you will be contacted and provided with detailed comments needed to complete the revision. The revised guide must be resubmitted within the outlined time period as noted.







Questions? Please call 719-385-7249

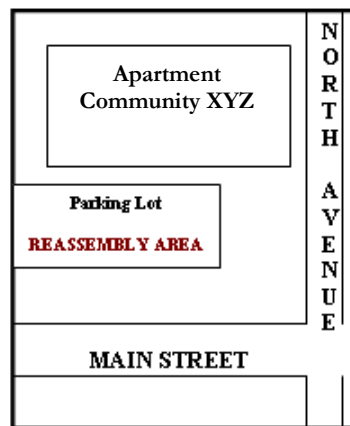
Appendix A: Sample Evacuation Plan

- ❖ Maps should be included for each floor, building, and unit type within a community.
- ❖ Include labels for important areas such as storage, laundry room, utilities room, etc.
- ❖ Mark the fire alarm panel, smoke alarms, pull stations, exits, sprinkler room controls, fire extinguishers, fire hydrants, fire department staging area, and meeting place.
- ❖ Know two ways out of every room and show primary and secondary escape routes.

EXAMPLE: Apartment Community XYZ



-  Smoke Alarm
-  Pull Station
-  Fire Extinguisher
-  Exit
-  Fire Alarm Control Panel
-  Fire Hydrant



Appendix B: Sample Resident Signature Form

Resident Signature Form

Resident Name (s): _____

Address and Apartment Number: _____

Move in Date: _____

I/We, the above named residents, certify that we received, read, and fully understand the Emergency Guide and agree to adhere to the detailed information as outlined in the document.

Adult Resident Signature

Date _____

Adult Resident Signature

Date _____

Apartment Manager or Owner Signature

Date _____

Appendix C: Fire and Life Safety Checklist

Smoke Alarms

- When the alarm sounds, GET OUT and STAY OUT until safe to re-enter
- Test smoke alarms once a month
- Change smoke alarm batteries at least once a year
- Place a smoke alarm on every level and outside the main sleeping area
- Avoid placing alarms near kitchens or bathrooms to prevent nuisance alarms
- Replace smoke alarms that are more than 10 years old
- Keep smoke alarms clean. Do not paint over them or remove the battery



Carbon Monoxide Alarms – as needed in residences with all types of fuel burning appliances or attached garages

- Carbon monoxide is a colorless, odorless and tasteless gas that can be fatal
- If you suspect carbon monoxide leave immediately and call 9-1-1
- CO alarms should be placed near bedrooms and on every level of the home
- Refer to the manufacturer's installation recommendations
- Replace Carbon Monoxide Alarms when more than 5 years old (check the manufacturer's label for brand specific replacement information)



Evacuation

- Every apartment should have a practiced evacuation plan:
 - Leave immediately when the smoke alarms sound
 - Know **TWO** ways out of each room
 - Discuss escape routes with everyone in the apartment
 - Know the assigned outside meeting place - and gather there when out of the building
 - Keep stairways and exits clear and free from clutter
 - Test doors before opening with the back of your hand, if they're cool open slowly, if they're hot don't open and try another escape route
 - Close doors behind as you leave to slow the spread of fire and smoke
 - Crawl low under smoke
 - **DO NOT** go back inside to retrieve pets or other items
 - Notify firefighters upon their arrival if someone is trapped
 - If you cannot leave a room shut the door and call 9-1-1, move to a window and wave and shout to alert firefighters while staying low under smoke



Appendix C: Fire and Life Safety Checklist

Fire Extinguishers



- Be sure to have an operable fire extinguisher
 - Only use a fire extinguisher if trained to operate it
- Never fight a fire larger than a wastepaper basket
- Place a fire extinguisher in kitchen areas or in an accessible place
- To properly use a fire extinguisher, use the acronym **P-A-S-S**:
Pull the pin
Aim at the base of the fire
Squeeze the handle
Sweep back and forth

Candles – where allowed



- Never leave candles unattended or when drowsy
- Don't place candles near windows or anything that can catch fire
- Always place candles on a sturdy surface
- Keep candles out of the reach of children and pets


Appliances and Electrical Hazards



- Keep appliances clean and in good condition
- Turn off and unplug appliances when not in use
- Leave 3 feet of space for air to circulate around heaters and other heat-producing equipment
- If an appliance overheats or smells unusual call the maintenance staff or where applicable have it serviced or replaced
- Do not pinch electrical cords under or behind furniture
- Use surge protectors NOT multi-plug adapters
- DO NOT overload electrical outlets
- Extension cords are for temporary use only, 90 days or less:
 - Replace cracked or broken electrical cords
 - Never place extension cords across doorways or in an areas where they may be walked on
 - Avoid plugging more than one extension into an electrical outlet

Appendix C: Fire and Life Safety Checklist

Cooking

- 
- Never leave cooking unattended.
 - DO NOT cook when sleepy, under the influence of alcohol, or on medication that makes you drowsy.
 - Dress right: NO loose clothing. Roll-up sleeves when cooking.
 - Turn pot handles in so they can't be bumped and children can't grab them.
 - Keep children and pets out of the kitchen.
 - Keep pot holders, food packaging, and dish towels off the stovetop.
 - Wipe up spills and keep the oven clean: built-up grease can catch fire.

GREASE FIRE:

Don't use a fire extinguisher on grease fires. Smother the fire by sliding a lid over the pan. Turn off the burner and wait until it's cooled.


OVEN FIRE:

Keep the oven door closed. Turn off the heat.

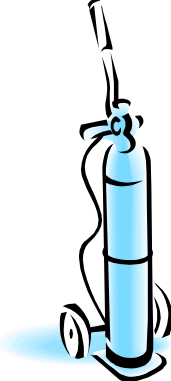
MICROWAVE FIRE:

Keep the door closed, turn off the microwave and unplug if deemed safe. Have the microwave serviced before using again.

Smoking

- 
- NEVER smoke while on oxygen or near someone on oxygen.
 - NEVER smoke while drowsy or in bed.
 - Use large, deep, non-tip ashtrays.
 - Never extinguish cigarette butts in potting soil or plants.

Oxygen

- 
- Avoid all types of open flames when using oxygen. This includes matches, lighters, cigarettes, and candles.
 - Use caution around heat sources such as electric or gas heaters, stoves, etc.
 - Remember, when not in use, oxygen supply valves should be turned off.
 - Post an, "Oxygen in Use" sign on your front door to alert guests and emergency personal of the potential hazard.

Appendix D: Emergency Situations

When calling 9-1-1 provide the dispatcher with the following information:

- Address – including apartment number, apartment community name, phone number, and name of person placing the call
- Nature of the emergency
- Closest door/entrance that fire apparatus should respond to:

Appendix E: Renter's Insurance

Renter's insurance is very inexpensive and the typical monthly cost is about the same as a pizza or the admission cost for two people to attend a movie. Most policies cover losses from fire or smoke, lightning, vandalism, theft, explosion, windstorm, and water damage (not including floods). It usually includes living expenses if you're unable to live in the apartment because of a fire or other covered incident.