

**KNOX COUNTY
HOUSING AUTHORITY
Public Housing Program**

**RESIDENT FIRE
PREVENTION POLICY**

EMERGENCY – Dial 911



ASSISTED HOUSING RISK MANGEMENT ASSOCIATION
RESIDENT FIRE PREVENTION POLICY

This resident fire prevention policy has been developed to help educate Knox County Housing Authority residents on the hazards of fire and what precautions can be taken to prevent a fire. Residents should read the information in this policy, and a copy of this policy should be kept for future reference. If you do not understand any information in this policy, please contact Knox County Housing Authority Management. At the end of this policy, you will be asked to sign a statement that you understand and will comply with this policy to the best of your ability.



The following information will address the major causes of fires and safety rules to prevent fires.

Children Playing with Matches or Lighters: Children are curious about fire. Often what begins as a natural exploration of the unknown can lead to tragedy. At home, children usually play with fire in bedrooms, in closets and under beds. These are “secret” places where there are a lot of things that catch fire easily. Here are some related safety rules:

- Supervise young children closely. Do not leave them alone even for short periods of time.
- Keep matches and lighters in a secured drawer or cabinet.
- Check under beds and in closets for burned matches, evidence your child may be playing with fire.
- Take the mystery out of fire play by teaching children that fire is a tool, not a toy.
- Develop a home fire escape plan, practice it with your children and designate a meeting place outside.
- Teach children the nature of fire. It is FAST, HOT, DARK and DEADLY!
- Teach children not to hide from firefighters, but to get out quickly and call for help from another location.
- Show children how to crawl low on the floor, below the smoke, to get out of the house and stay out in the case of fire.
- Demonstrate how to stop, drop to the ground and roll if their clothes catch fire.
- Test your smoke alarms frequently to make sure they are



operating properly. Having a working smoke alarm dramatically increases your chances of surviving a fire.

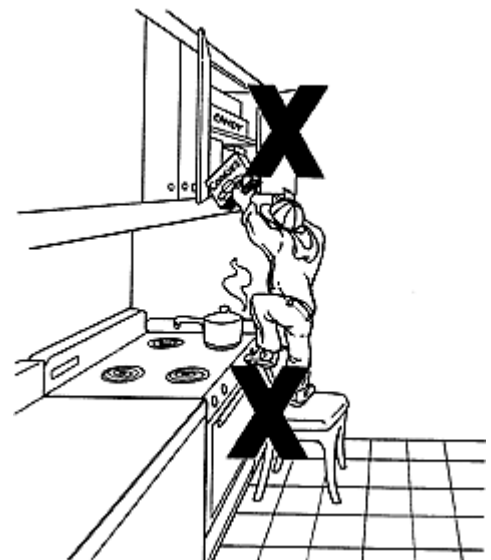


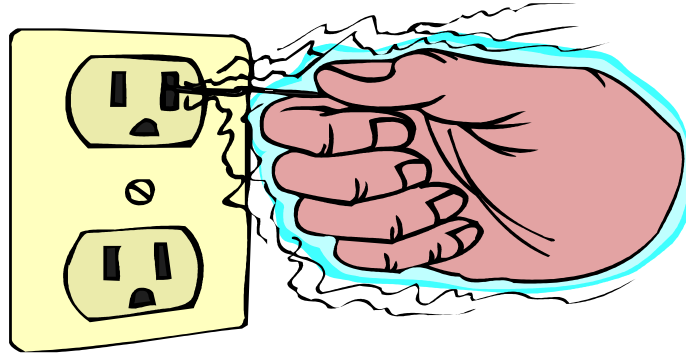
Kitchen Safety: Cooking fires are a leading cause of home fires. The majority of cooking fires start with the ignition of common household items (i.e., wall coverings, paper or plastic bags, curtains, etc.). Unattended cooking is the leading cause of home cooking fires. Here are some related safety rules:



- 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 (i.e. potholders, towels, rags, drapes and food packaging).
- Clean the exhaust hood and area around the stove regularly and wipe up spilled grease as soon as the surface of the stove is cool.
- Keep children and pets away from cooking areas by creating a three-foot “kid-free zone” around the stove.

- Turn pot handles inward so they can't be bumped and children can't grab them.
- 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. Don't remove the lid until it is completely cool. **Never put water on a grease fire, and never discharge a fire extinguisher onto a pan fire - it can spray or shoot burning grease around the kitchen, actually spreading the fire.**
- If there is an oven fire, turn off the heat and keep the door closed to prevent it from burning you and your clothing.
- If there is a microwave fire, keep the door closed and unplug the microwave.

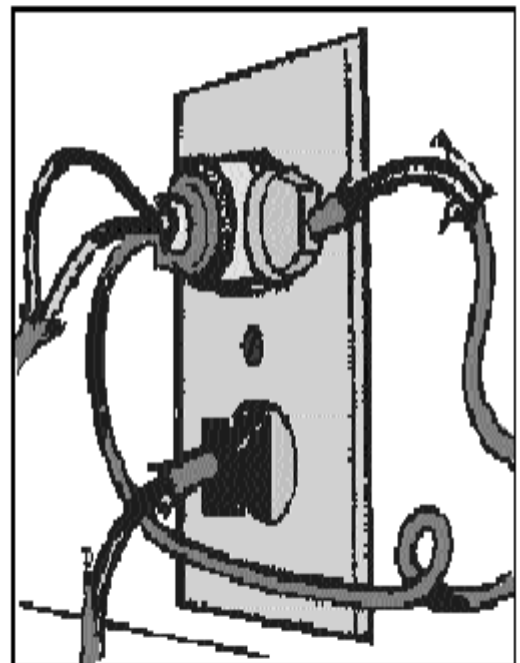




Electrical Safety: Faulty or misused wiring, switches, outlets, cords and plugs, fuse and circuit breaker boxes, lighting fixtures and lamps are the leading cause of electrical related fires. Here are some related safety rules:

- Replace or repair loose or frayed cords on all electrical devices.
- Do not run extension cords across doorways or under carpets. It is better not to use extension cords.
- In homes with small children, electrical outlets should have plastic safety covers.
- Follow the manufacturer's instructions for plugging an appliance into an outlet.
- Avoid overloading outlets. Consider plugging only one high-wattage appliance in each an outlet at a time. If a circuit breaker trips or a fuse blows frequently, immediately cut down on the number of appliances on that line.
- If outlets or switches feel warm, shut off the circuit breaker and have them checked by the maintenance staff.
- When possible, avoid the use of multiple outlet adapters and other devices that allow the connection of multiple appliances into a single receptacle.
- Place lamps on level surfaces, away from things that can burn and use bulbs that match the lamp's recommended wattage.
- Never place torchiere halogen lamps where the tubular bulb could come in contact with curtains or any other combustible materials. Never place materials such as clothing or towels on the top of a torchiere lamp. Never use torchiere lamps in children's bedrooms or playrooms. Children may play with lamps or unknowingly place combustibles, such as stuffed toys or clothing, too close to the bulb area. Never place a torchiere lamp near an open window where a strong breeze could blow drapery onto the lamp bulb. Never leave a torchiere lamp on when you leave the room or are not at home. Keep halogen torchiere lamps away from elevated beds, like bunk

Don't let an Octopus loose in your house!



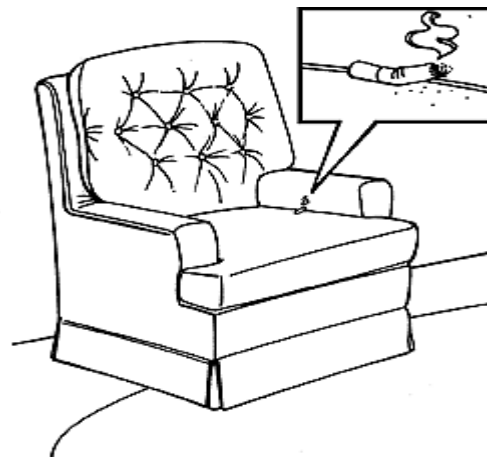
beds or lofts, where bedding might get too close to the halogen bulb. Avoid placing lamps in locations where they may be easily tipped over by children, pets or other means.

- Allow air space around the TV to prevent overheating. The same applies to plug-in radios and stereo sets, and to powerful lamps.

Smoking Material –Related Fires: The leading cause of residential fires associated with smoking materials was abandoned or carelessly disposed of smoking materials. The most common material first ignited in residential smoking material-related fires are mattresses and bedding, followed by upholstered furniture. Here are some related safety rules:



- Keep smoking materials away from anything that can burn (i.e., mattresses, bedding, upholstered furniture, draperies, etc.).
- Never smoke in bed when drowsy, medicated or intoxicated as this could lead to falling asleep with a lighted cigarette.
- Use large, deep, non-tip ashtrays to prevent ashes from spilling onto furniture and check them frequently. Do not rest ashtrays on sofas or chairs.
- Completely douse butts and ashes with water before throwing them away as butts can smolder in the trash and cause a fire.
- Don't put items in a trash chute that are too big and may get stuck. Things caught in a chute easily can turn a fire in the basement into a fire on your floor.
- Never place flammable liquids or aerosols into a trash chute.
- Do not put burning or smoldering materials such as cigarettes and ashes into a trash chute.



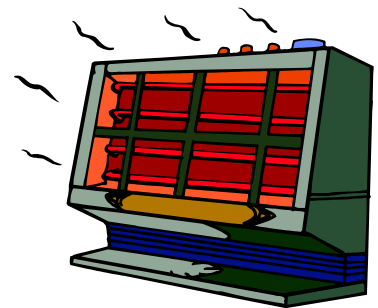
Candle Safety: Nationally, home candle fires have doubled in number over the last decade. The increasing popularity and demand for candles comes with more risk of fire and fire deaths. To keep safe follow these safety rules:

- Extinguish all candles when leaving the room or going to sleep.
- Keep candles away from items that can catch fire (e.g. clothing, books, paper, curtains, Christmas trees, flammable decorations).
- Use candleholders that are sturdy, won't tip over easily, are made from a material that can't burn and are large enough to collect dripping wax.
- Don't place lit candles in windows where blinds and curtains can close over them.
- Place candleholders on a sturdy, uncluttered surface and do not use candles in a place where it could be knocked over by children or pets.
- Keep candles up high out of reach of children.
- Never leave a child unattended in a room with a candle. A child should not sleep in a room with a lit candle.
- Don't allow children or teens to have candles in their bedrooms.
- Store candles, matches and lighters up high and out children's sight and reach, preferably in a locked cabinet.

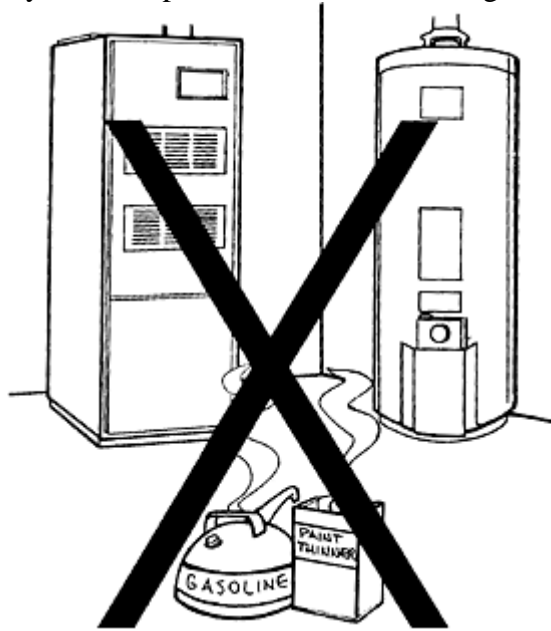


Space Heaters: Knox County Housing Authority does not recommend the use of space heaters in dwelling units. Supplemental space heaters are a major cause of fire during winter months. If you find it necessary to use one, you are required to abide by the following safety rules:

- The preferred style of space heaters are fully enclosed by design and have no external surfaces that reach temperatures capable of igniting, such as an oil filled radiant heater.
- Never use a gas range as a substitute for a furnace.
- **Keep the space heater accessible – do not store anything within three feet of the unit. The leading cause of space heater fires is combustibles too close to the heater.**
- Turn off the heater when you leave the room - **unplug** the heater when you leave for the day, or go to bed. Never go to sleep with a space heater running.



Maintaining the Utility Room: Fires can be started in utility rooms and closets where furnaces, hot water heaters and clothes dryers are kept. Here are the following safety rules:



- Keep at least an 18-inch clearance around furnaces, hot water heaters and clothes dryers. The pilot lights of these appliances can ignite combustible material (i.e., newspaper, cardboard, clothing and plastic items).
- Do not store flammable chemicals, such as gasoline and paints inside. The vapors from the flammable chemical will seek an ignition source and can explode.
- The lint traps on clothes dryers should be cleaned after each use and clean out built up lint behind clothes dryers.
- Never leave home with the clothes dryer running.
- If you smell natural gas leave the premise immediately. Open windows and doors as you go. Don't use matches, appliances, electric switches or phones. Once outside, call the gas company. Don't go back until the gas company says it's safe.

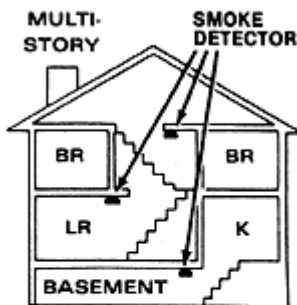
Smoke Detectors: Smoke is responsible for three out of four fire-related deaths. In relationship to smoke detectors, follow these rules:

TEST YOUR DETECTOR MONTHLY

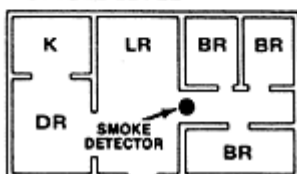


- An operating smoke detector must be maintained on every level of the residence.
- Test every detector at least once a month.
- Keep smoke detectors dust free. Replace batteries with new ones at least once a year or sooner if the detector makes a chirping sound.
- If you have a smoke detector directly wired into your electrical system, be sure that the little signal light is blinking periodically. This tells you that the alarm is active.

PLACE ONE DETECTOR ON EVERY FLOOR

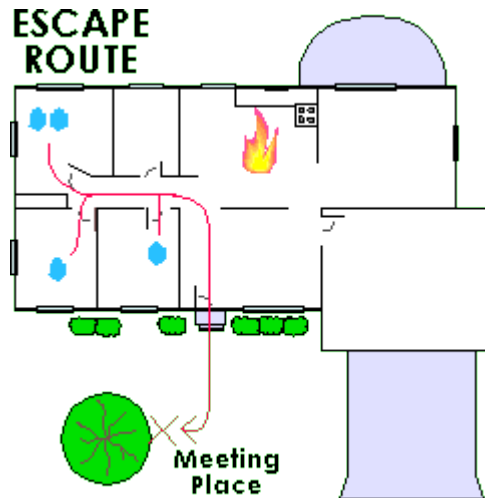


SINGLE LEVEL



Sample Dwelling Smoke Detector Layout

Think Ahead with an Exit Plan: As with other things, the best motto is, “**Be Prepared.**” The following safety rules should be followed if a fire occurs:



Sample Escape Route

- Prepare a floor plan of your residence showing at least two ways out of each room. Make sure a bedroom window is not blocked by furniture, such as a headboard, dresser or entertainment center.
- Be fully prepared for a real fire, when a smoke alarm sounds, get out immediately and once you're out, stay out – leave the fire fighting to the professionals!
- Agree on a fixed location outside where family members are to gather to make certain everyone is accounted for.
- Stay together away from the fire. Call 911 from another location.
- If you live in an apartment building, make sure that you're familiar with the building's evacuation plan. In case of a fire, use the stairs, never the elevator.
- If safe for you to do so, once outside your unit, alert others in connected or adjoining units to the fire.



Conclusion: This Resident Fire Prevention Policy is intended to help provide a safe living environment for Knox County Housing Authority residents. Fire can grow and spread quickly through your home and your actions can mean the difference between life and death.



Statement of Acknowledgement

I hereby affirm that I have received, read, and fully understand the Knox County Housing Authority Resident Fire Prevention Policy. I will comply with the stated safety rules to the best of my ability. I will be held responsible for any negligent action on behalf of myself (the Resident), all members of my household, and all visitors/guests of my household. If any of the above listed parties are involved in a fire incident at my residence, I understand that it will be fully investigated. If I am found negligent, I will be subject to all charges for any damages incurred, and adverse lease action up to and including eviction from my dwelling unit could result. I will also maintain a copy of this Resident Fire Prevention Policy for future reference.

Resident Signature: _____

Date _____

Resident Signature: _____

Date _____

KCHA Signature: _____

Date _____