

Fire Safety for University Apartment Housing

In addition to this fire safety guide, a staff member will greet you at your apartment shortly after you move in and review important safety information with you. Using a fire extinguisher, responding to an activated smoke detector, exiting in the case of an emergency, and reporting fire/safety concerns will be discussed.

FIRE SAFETY - ELECTRICAL



Halogen torchiere-style lamps are not permitted due to the high risk of fire.

- DO NOT overload electrical outlets
- DO NOT remove faceplates from electrical outlet switches
- Use outlet covers to prevent electric shock if children are present



Avoid extension cords when possible. Use a power strip with a surge protector if multiple outlets are needed.

- Keep electrical cords visible and in the open
- DO NOT place electrical cords in areas other than flat surfaces
- DO NOT use frayed electrical cords



Use only Underwriter's Laboratory (UL Approved) electrical appliances.

- Prevent overheating by allowing space around TVs and other appliances
- Have malfunctioning TVs serviced immediately to prevent fire/injury
- Unplug TVs when leaving for extended periods of time



Use EXTREME CAUTION when using portable heaters.

- Portable heaters must be approved by a nationally recognized safety laboratory and have an internal tip-over switch
- Use caution if children are present
- Use caution around curtains/furnishings
- DO NOT use portable heaters in bedrooms
- DO NOT leave portable heaters unattended; unplug when you leave

FIRE SAFETY - COOKING



NEVER LEAVE YOUR APARTMENT WHILE COOKING. Most Apartment Housing fires have been started by unattended stoves/ovens.

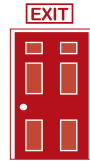
- DO NOT store items over the stove
- DO NOT place flammable items such as newspaper or cloth around the stove
- Wear tight fitting sleeves while cooking to prevent fire
- Turn pot handles toward the center of the stove to avoid spills
- SMOTHER PAN FIRES WITH A LID, NOT WATER



Use extreme caution when using outdoor barbecues. Outdoor grills are not permitted indoors.

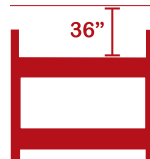
- DO NOT use gasoline on barbecue fires
- DO NOT use liquid fire starter once a cooking fire is lit
- Pour water on coals and wait until cool before disposing in an appropriate waste container; dumpsters are not permitted waste containers

FIRE SAFETY - FURNITURE AND STORAGE



Keep hallways, doors, stairs and exits open at all times. These may be the only exit in the event of a fire.

- DO NOT block passageways with furniture, clothing, toys, boxes, etc.



Bunk bed construction is advised against because improper construction can lead to injury. The following standard must be followed if bunk bed construction is desired:

- Allow a 36 inch minimum between the top of the mattress and ceiling to prevent unconsciousness or asphyxiation in the event of a fire



Extreme caution should be taken when storing flammable liquids.

- Store liquids securely in tight metal containers away from heat sources and out of reach of children
- DO NOT store liquids on a porch or in a storage bin
- Store matches/lighters above adult shoulder height and out of children's reach ("Strike Zone")

FIRE SAFETY - HOLIDAYS AND PARTIES



After social events, exercise caution and check the apartment for smoldering cigarettes.

- Provide large ashtrays to smokers
- Check cushions, furniture, wastebaskets and other concealed areas



Place items in safe locations during events.

- Keep trash away from heat and dispose of it regularly to prevent fire/rodents
- DO NOT put candles near curtains, doorways, plastic or paper
- DO NOT leave candles unattended
- Buy decorations that are treated with flame retardant, designated on the package



The following guidelines must be followed for Christmas trees:

- Natural trees must be cut one inch from the base of the trunk and placed in water in a non-tip stand
- DO NOT use trees with shedding needles
- University Apartments advises to spray trees with flame retardant
- DO NOT place trees near heat sources or exits
- DO NOT use real candles on trees
- Buy only miniature lights that are UL approved
- Always unplug lights before going to bed or leaving the apartment
- It is recommended to use an artificial tree with a flame retardant label
- Dispose of trees before leaving for vacation or within two weeks of the holidays

OVER ⇨

FOR ALL EMERGENCIES DIAL 911

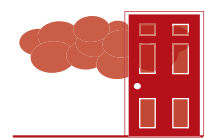
FIRE SURVIVAL

#1 **#2**
EXIT EXIT **PLAN AND PRACTICE ESCAPE ROUTES FROM YOUR APARTMENT. Go over this information with all family members and be sure all know escape options in advance.**

- Determine a meeting place for the family outside of the apartment
- Determine a second exit from bedrooms if the door is blocked by smoke
- Note two exits from every room, especially bedrooms
- Sleep with bedroom doors closed

Discuss fire procedures and safety with children of all ages.

- Involve children in the planning and identification of fire escape routes
- Discuss all degrees of safety including the importance of not playing with matches and the proper use of fire extinguishers for children old enough to handle one safely



In the event of a fire, use the following precautions:

- If smoke, heat or fire blocks an escape, stay in the room and close the door
- Wave a sheet, towel or piece of clothing at windows to signal help
- Remain low to the floor - the air is cooler and there is less smoke
- WHEN THERE IS SMOKE, CRAWL, DO NOT WALK
- NEVER GO BACK INTO A BURNING APARTMENT. Many people die trying to recover personal belongings from a burning/smoke-filled apartment



IN CASE OF FIRE, CALL 911 FROM A NEIGHBOR'S PHONE. Give the following information:

- Complete name
- Street, Village, and Apartment number
- Phone number you are calling from
- Stay on the phone until you are told to hang up



Each apartment has a smoke detector mounted on the ceiling near the bedrooms to aid in the protection of residents and their families.

- DO NOT dismantle or tamper with the device for any reason
- Report any malfunctions to the Village Office or to the office manager of Lory and International House

A multi-purpose A-B-C fire extinguisher is located in the kitchen area of each apartment.

- Complete a work order immediately for an extinguisher that needs to be recharged
- Recharging is free unless negligence is evident
- Extinguishers are inspected annually to ensure proper function

Proper Fire Extinguisher Use

- Hold the extinguisher right side up and PULL the ring pin, snapping the plastic safety seal if applicable
- AIM the nozzle at the base of the fire
- SQUEEZE handles together and SWEEP the nozzle side-to-side
- Remember: Fire extinguishers only discharge for a few seconds, DO NOT ATTEMPT TO FIGHT LARGE FIRES
- After using the fire extinguisher, report the incident to designated staff member to have a work order put in to have the extinguisher recharged



Remember:

- P: Pull the ring pin**
- A: Aim the nozzle at the base of the fire**
- S: Squeeze the handles together**
- S: Sweep the nozzle side-to-side**

IMPORTANT PRECAUTIONS FOR CHILDREN:

- Do not leave matches accessible to children
- If older children cook, make sure they are properly supervised
- Keep children away from cooking areas when hot. Spillage or splatters may cause serious burns
- Teach older children how to use the fire extinguisher
- Do not leave children unsupervised in your apartment - children left home alone are at great risk in the event of a fire
- Review and rehearse fire escape options with your family
- Remember that all windows may be used as an emergency exit and have screens that easily push out. For that reason, supervise children at all times.

ADDITIONAL INFORMATION SOURCES

Fire safety information can be made available to all residents in the form of pamphlets, educational programs, and audio-visual presentations. Contact the safety coordinator for Housing and Dining Services at 491-4749.

The University does not have responsibility for any personal possessions of occupant(s) nor for injuries or loss incurred by any person(s) while occupant(s) are in possession of the premises. **It is suggested that occupant(s) carry Renter's Insurance.**

Report all fire hazards and/or safety concerns to the Village Office or to the Office Manager of Lory and International House. During nights or weekends please contact the staff member on duty.

University Village Office.....	491-5907
Aggie Village Office.....	491-7173
Lory Apartments /International House Office.....	491-3088
Department Safety Coordinator.....	491-4749
CSUPD (non-emergency).....	491-6425
Environmental Health Services.....	491-6745
Poudre Fire Authority.....	221-6570

FOR ALL EMERGENCIES DIAL 911

Colorado State University
HOUSING & DINING SERVICES

Apartment Life
Palmer Center
1005 West Laurel Street
Fort Collins, CO 80523-8032
970-491-4743