



Fire Safety Information for Emergency Shelters

Emergency Procedures:-

1. Fire Watch:

While the Emergency Shelter is in use, a Fire watch should be provided in all areas, 24 hours a day to provide an adequate response should an emergency occur.

Persons assigned to a Fire Watch should be familiar with Fire Safety Practices, know how to use portable fire extinguishers and to immediately notify emergency personnel by dialing "911" in the event of an emergency.

2. Exits:

The exit doors must be unlocked while the Emergency Shelter is in operation. It is imperative that all exits and access to the exits remain clear and unobstructed at all times.

3. Fire Alarm System and Suppression System:

The Fire Alarm System and Suppression system (if applicable) must be kept operable.

4. Portable Fire Extinguishers:

It is recommended that additional Portable Fire Extinguisher be provided in the Emergency Shelter, particularly in the cooking and sleeping areas.

5. Fire Separation:

Doors in fire separations shall not be blocked or wedged open.

6. Smoking Procedures:

Smoking should be restricted to areas outside the building. All smoking areas shall be provided with non-combustible containers for discarding smoking material.

“NO Smoking” must be strictly enforced in all sleeping areas.

7. Portable Heaters / Candles:

If required, only portable heaters designed for indoor residential use are permitted.

Heaters should be kept at least three (3) feet away from combustible materials including cots, mattresses, storage etc.

Keep Heaters out of exit routes.

Candles should not be allowed in the emergency shelter.