provides a step by step path you can follow as a guide. The companion document to this manual is the Action Planner.

The co-planner has responsibilities, including:

- Adapt the plan to the individual concerns of all who live in the home
- Find any information needed to do the planning
- Learn six ways to improve the planner's habits of preventing fires at home
- Plan how the whole family will escape a fire at home
- Install, test, and learn how to maintain the home smoke alarms

Together, the planner and co-planner will be responsible for making their home safer from deadly smoke and fire.

To have the co-planner meet with them often enough to really practice and plan:

- Be the center of an active process of planning and practicing
- Be in control of smoke and fire safety in their home
- Engage the planner to start and keep going in fire safety planning
- Cooperate and participate in the planning process
- Help plan and do things together, like contacting a local fire department for help or shopping for supplies together
- Set goals and do things together, like contacting a local fire department for help or shopping for supplies together

Create an active, collaborative practicing and planning process

Give basic information to the planner, and explain how to find more information and your experience to organize the planning process

Manual to train you, or to train others in fire safety planning.

Both co-planners and planners have active roles in the home fire safety planning process.

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HELP OTHERS MAKE THEIR HOMES SAFER FROM SMOKE AND FIRE

You can help people you care about develop good fire safety practices at home. This manual can be used in two ways to learn how to do that.

First, you can study it yourself to learn how to use the Action Planner to assist someone who needs help to plan (the planner). The Action Planner is the companion document to this manual: it provides a step by step path you can follow as a “co-planner” of home fire safety with the planner you are helping. This Manual gives you actions to do together, and subjects to talk about.

Second, an expert in residential fire safety can use the Manual to train you, or to train others in an organization you belong to, or trainers in your organization. The Manual is both a self-teaching and a training document.

Both co-planners and planners have active roles in the home fire safety planning process.

The planner can expect:

To be in control of smoke and fire safety in their home
To be the center of an active process of planning and practicing
To have a family member, friend, or a person from a trusted group help them plan
To have the co-planner meet with them often enough to really practice and plan
To be responsible for making their home safer from deadly smoke and fire

Together, the planner and co-planner will

• Install, test, and learn how to maintain the home smoke alarms
• Plan how the whole family will escape a fire at home
• Practice getting out fast in a fire
• Learn six ways to improve the planner’s habits of preventing fires at home
• Find any information needed to do the planning
• Adapt the plan to the individual concerns of all who live in the home
• Agree to regular planning and practicing at a pace convenient to both

The co-planner has responsibilities, including:

Engaging the planner to start and keep going in fire safety planning
Using the Action Planner and your experience to organize the planning process
Give basic information to the planner, and explain how to find more information
Create an active, collaborative practicing and planning process
Be a patient partner; let the planner control the process as much as possible
Set goals and do things together, like contacting a local fire department for help or shopping for supplies together
HELPING THE PLANNER ENGAGE ACTIVELY IN THE FIRE SAFETY PLANNING PROCESS.

OPEN THE COVER OF THE Action Planner to select the pages or grid work sheets across the four pages. Explain that the two of you are going to help the planner figure out and develop plans to guard the safety and security in the planner’s home.

For each step on the path, the planner gives answers to questions about the specific steps in the planning path. Explain that the planner’s concerns keep on coming back around, just like on a carousel. So if the planner slips a step or talks about something later on in the path, it’s probably a good idea to do that, too. Your own judgment.

RECEIVE WARNING
IS THERE A WORKING SMOKE ALARM IN THE HOME?

• Only adults use matches and lighters, and keep them up high and away from where children can reach them.

TO DO: Check the serial numbers on smoke alarms and carbon monoxide detectors. If the date on the back is more than 10 years old, you should replace the alarm.

• Install smoke alarms that use photoelectric or ionization technology.

• If a specialized phone or text device is normally used, have one available and put it on a stand near the entrance of the home.

• Identify areas of rescue assistance in an apartment building or condominium.

• If in an apartment, can the person move on their own or will they have to be lifted? Can the person walk on hands and knees?

• Practice, practice, practice: Make fire prevention and fire drills routine.

• Drill trained organizations to help the people they serve practice good fire safety habits.

• Have children and other vulnerable family members sleep where it is easier to help them get out and stay out. Have children at the door before they go to bed and be sure to practice escape and rescue routes.

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HOME FIRE PREVENTION HABITS

Most home fires start from heat sources like kitchen stoves, space heaters, electrical sparks, or open flames such as candles or lighters. Planners should know all the heat sources at home and learn habits of managing them safely.

Use the six pictures of safe use of home heat or fire on the back of the Action Planner to help your planner assess and improve their fire prevention habits. Stress the importance of making prevention habitual, especially during holidays or when the weather turns cold and more heat is used.

Cooking Safety
Fires that start from cooking in the kitchen are the most reported home fires in the US. Planners who cook at home should use safe cooking habits. The kitchen can be one of the most hazardous rooms in the home.

**SAFETY HABITS:**
- Stay in the kitchen while cooking on the stove
- Keep paper towels, curtains or other things that easily catch fire at least 3 feet from the cooking surface
- When cooking with pots or pans, keep tight-fitting lids at hand; they can be used to snuff out a fire that starts in a pot or pan

Electrical Safety
Overloaded outlets, frayed extension cords and light bulbs too big for their fixtures can start fires. Circuit breakers that trip frequently may signal hidden danger.

**SAFETY HABITS:**
- Inspect extension cords and replace any that are frayed or undersized; use multi-outlet power strips
- Keep rugs and furniture off extension cords
- Buy and use light bulbs that are the right size, not too many watts for where they are used

Smoking Safety
People who smoke at home should stay alert. Falling asleep with a lit cigarette can set a couch or bed on fire. 23% of fatal home fires start with smoking. Hot ashes dropped into a wastebasket can start a fire in seconds.

**SAFETY HABITS:**
- Smokers at home should smoke outdoors
- Use deep, sturdy ashtrays on a flat surface
- Keep ashtrays away from things that burn
- Stay awake and out of bed when smoking
- Smoking and oxygen tanks don’t mix

Heating Safety
People use space heaters, fireplaces or wood stoves to supplement furnace heat. These heat sources cause many fires in uncleaned chimneys, clutter that’s too close, or when unattended.

**SAFETY HABITS:**
- Space heaters need space. Keep space heaters at least three feet from things that burn easily
- Stay awake and in the room when using space heaters, wood-burning stoves, or fireplaces
- Keep things that burn easily at least five feet away from fireplaces or woodstoves
- Have chimneys inspected and cleaned yearly

Candle Safety
There are many decorative and other uses for candles, but a lit candle is an open flame, and a potential fire hazard. In a power loss, use battery powered lights, not candles.

**SAFETY HABITS:**
- Set candles in sturdy tip-proof holders
- Burn candles only when you are awake and in the same room with them
- Keep candles at least three feet away from anything that could catch fire easily

Matches and Lighters
When planners use matches or lighters they should think of fire danger from the open flame. Be careful using them to light candles, cigarettes, barbecue grills, or fires in the fireplace. Keep them out of the reach of children, preferably in a locked cabinet.

**SAFETY HABITS:**
- Store matches and lighters out of children’s reach and sight
- Use child-resistant lighters, and remember that no lighter is child proof
- Teach children the dangers of playing with fire