

# PROPERTY MANAGEMENT FIRE SAFETY, EVACUATION & EMERGENCY PLAN CHECKLIST

The following Fire Safety, Evacuation & Emergency Plan Checklist is an educational tool to help area multi-family apartment complexes in the development of their plans to ensure that they have incorporated the 2015 Colorado Springs Fire Code requirements and address the most common fire code violations found during fire inspections.



## **THINGS TO KNOW ABOUT THE PLANS:**

- Maintain a Fire Emergency and Evacuation Plan that describes the location, function, and use of protection equipment and appliances accessible to residences
- Plans need to include where the fire alarm systems, smoke alarms, fire extinguishers and evacuation plans are for each unit
- Each resident needs to be provided with a copy of the Fire Emergency Plan for the building and their unit
- Assembly areas need to be identified and at least 50-feet away from firefighting activities
- Have an updated list of non-ambulatory residence (name and unit numbers) placed into the fire control panel, main office, and emergency guide binder

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### EXITS:

- Exit paths are free and clear from all debris and are illuminated at all times (including the accumulation of snow and ice)
- Exit Signs are illuminated for at least 90-minutes and powered by an emergency power source
- Exit doors and stairwell doors are NOT propped open
- Escape routes are clearly marked
- Escape routes are NOT locked or blocked and are clear of any debris
- There are no manually operated flush bolts or surface bolts as they are NOT permitted
- Egress doors are operable from the egress side without the use of a key or special knowledge or effort
- Gates used as a component in a means of egress need to conform to the applicable requirements for doors



### ADDRESSING:

- Addressing is plainly visible from street fronting the property
- Address numbers contrast with their background and easy to read
- Address numbers are at least 5 inches tall and ½ inch stroke width

### KNOX BOX:

- The Knox box is present where access to or within a structure or area is restricted
- The Knox box is updated with 2 full sets of labeled keys including, but not limited to:
  - Keys for access into and throughout the premises
  - Keys to any secured fire protection systems
  - Keys to the elevator
  - Keys to fire alarm panel and/or pull stations



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## FIRE LANES:

- Fire lanes are clear at all times
- Fire apparatus access roads shall NOT be obstructed in any manner, including the parking of vehicles
- Any area marked as a fire lane shall be maintained at all times



## FIRE ALARM & FIRE SPRINKLER SYSTEMS:

- Fire detection, alarm, and extinguishing systems are maintained in an operative condition at all times, and must be replaced or repaired where defective
- A fire alarm system is installed if building is 3-stories or higher; or more that 16 dwellings/sleeping units
- Written records of fire alarm inspections and/or smoke alarm installation/maintenance (date and time of battery changes) are current and available for Fire Code Official
- There are smoke and carbon monoxide alarms on every level of the building
- There are smoke alarms inside every sleeping area and outside of every sleeping area
- If there is an automatic fire sprinkler system, there may NOT be anything causing the device to delay activation or obstruct the water distribution pattern
- A 3 foot clear space shall be maintained in front of, to the side of, and around fire sprinkler assemblies to include control valves, hose valves, control panels



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### FIRE HYDRANTS:

- Fire hydrants are inspected annually by licensed contractor
- Fire hydrants are unobstructed at all times (3-foot clearance on all sides) and with guard posts if necessary
- Vehicles may NOT park within 5 feet in all directions around fire hydrant



### ELECTRICAL:

- Extension cords and flexible cords shall NOT be a substitute for permanent wiring
- Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings
- Extension cords shall be used only with portable appliances
- Electrical Boxes/Panels have a three-foot clearance and do NOT have open junction boxes or open-wiring splices
- Electrical service equipment have a clear working space measuring at least 30-inch in width, 36-inch in depth, and a 78-inch in height
- Heating and cooling systems are inspected and maintained
- Portable space heaters are kept 3-feet away from anything that can burn

### HAZARDOUS MATERIALS - POOL CHEMICALS:

- Material Safety Data Sheets (MSDS) are readily available and current
- Containers are clearly marked and in good condition
- Visible hazard identification placards are located at the entrances to where Permitted materials are stored, dispensed, used, or handled
- The following material amounts require a CSFD Permit for storage:
  - 500 lbs for "Trichloro" pool shock
  - 10 lbs of any hypochlorite pool shocks
  - 55 gallons of any acids

*(Note: Salt based pools are not regulated by fire code)*

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## PORTABLE FIRE EXTINGUISHERS:

- Extinguishers are clearly marked, accessible, and secured
- Extinguishers are located in locations where they will be accessible and immediately available for use and NOT obstructed from view
- Extinguishers do NOT weigh over 40 pounds
- Extinguishers are installed so that the top of the extinguisher is under 5-feet above the floor



## HOUSEKEEPING:

- Combustible materials are not stored in boiler rooms, mechanical rooms or electrical equipment rooms
- Residents are not storing, operating or repairing fueled equipment in dwellings (such as motorcycles, mopeds, lawn care equipments, generators or portable cooking equipment)
- Dumpsters or trash containers 40.5 cubic feet or larger are not stored in a building or within 5-feet of combustible walls, openings or roof eave lines
- Storage of supplies needs to be maintained at 2ft or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18in below sprinkler head deflectors in sprinklered area of buildings
- BBQs and other open-flame cooking devices are not operated on combustible balconies or with 10-feet of combustible construction
- If smoking is allowed, have designated areas that are clearly marked and have large, deep, non-tip ashtrays for disposal of smoking items:
  - Residents on oxygen via cannula need to be advised to not smoke in their unit.
  - If an evacuation is necessary, residents on oxygen need to remove cannulas, turn off oxygen, and take their oxygen tanks with them when evacuating. Fire crews DO NOT have reserve oxygen tanks

## For More Information:

Colorado Springs Fire Department  
Community Education & Outreach Unit  
[coloradosprings.gov/neighborlink](http://coloradosprings.gov/neighborlink)