

# Home Fire Safety Checklist

The Fire Safety Checklist provides some helpful tips on how you can protect your home from fire, and how your family can be better prepared in the event of an emergency.

For more information, please contact the Assistant Chief of Fire Prevention at 250.920.3360 or email [vfd@victoria.ca](mailto:vfd@victoria.ca).

## If a fire occurs in your home, remember to:

- Alert everyone in your home and follow your escape plan.
- **Never go back inside for any reason.**
- Call the Fire Department (9-1-1) as soon as possible from a safe location.
- Meet firefighters and tell them of any people or pets who may still be inside.

## Fire Extinguishers

- Purchase multi-purpose (ABC) fire extinguishers. Have a minimum of one for your kitchen and one for your furnace room or near any woodstoves or fireplaces.
- Install fire extinguishers near an exit so that you don't have to pass the fire to get the extinguisher.
- Inspect extinguishers once a year.
- Learn how to use it. Remember the acronym P.A.S.S.:
  - **P**ull the pin
  - **A**im at the base of the fire
  - **S**queeze the lever
  - **S**weep from side to side at the base of the fire



## Fire Escape Planning

- Develop a fire escape plan and ensure it includes:
  - Crawling under smoke and heat
  - Two exits out of each area of your house
  - A meeting place outside
- Practise the plan with your family at least twice a year.
- Teach your family how to:
  - Dial 9-1-1 in an emergency (give your name, address and type of emergency)
  - Stop, Drop, and Roll if clothes catch on fire

## Smoke Alarms

- Ensure one smoke alarm is installed on every storey of your home, in every bedroom and in each hallway outside sleeping rooms.
- Ensure all smoke alarms are maintained by:
  - testing once a month
  - changing the batteries at least once a year (recommend changing when you change your clocks)
  - vacuuming every six months
- Replacing smoke alarms that are more than 10 years old is recommended.

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## FOR MORE INFORMATION:

Victoria Fire Department  
 Fire Prevention Division  
 1234 Yates Street, Victoria, BC V8V 3M8  
 T 250.920.3360 E [vfd@victoria.ca](mailto:vfd@victoria.ca)

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## Carbon Monoxide Detectors

- In homes with fuel burning appliances or heating, at least one carbon monoxide detector is required in each bedroom and sleeping room, or within five metres of the door.
- Maintain carbon monoxide detectors by:
  - testing once a month
  - changing the batteries at least once a year
  - vacuuming every six months
- Replace carbon monoxide detectors as per manufacturer instructions.

## Home Exterior

- Ensure your house numbers are visible from the street.
- Trim trees away from chimney.
- Remove needles and leaves from roof and rain gutters.
- Trim trees, hedges and low overhanging branches to allow emergency vehicles easy access to your driveway.
- Have someone qualified trim trees away from electrical wires.

## Chimneys and Heating Equipment

- Have your chimney inspected and cleaned annually.
- Install a spark arrestor on your chimney cap.
- Ensure your wood burning stoves comply with all applicable codes, and your wood burning fireplaces have a close-fitting screen.
- Dispose of ashes in a metal container.
- Maintain a one metre clearance around any heating appliances such as furnaces, hot water tanks, and portable heaters.
- Clean lint from your clothes dryer filter after each use and ensure that the outside vent is not blocked.

## Electrical

- Inspect electrical cords and appliances for damage and ensure they are CSA approved.
- Do not overload electrical circuits.
- Use extension cords only as a temporary measure. Have additional outlets installed by a qualified electrician if required.
- Do not tack cords to walls, run them under rugs, or under furniture.

## Cooking

- Never leave cooking unattended.
- Keep stove clean and free of grease.
- Avoid wearing clothing with long, loose-fitting sleeves while cooking.
- Turn pot handles inward to avoid spills and burns.
- Keep combustible items such as paper towels, tea towels, curtains, etc. away from the stove.
- For barbeques, maintain the manufacturer's recommended clearance between it and any combustible items.
- Never use barbeques indoors. Dispose of coals and ashes in a metal container.

## Smoking Materials and Candles

- Never smoke in bed.
- Never leave lit cigarettes or candles unattended.
- Use candles in sturdy non-combustible containers.
- Empty ashtrays into non-combustible containers.
- Store matches and lighters out of reach of children.

## Hazardous Material

- Store hazardous materials in approved containers with tight-fitting lids and correct labels, and away from heat sources.
- Use and store hazardous materials in well ventilated areas away from children, sparks and heat.
- Properly dispose and recycle hazardous materials.
- Place oily rags in metal containers with tight-fitting lids.

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