

NEW YORK STATE
OFFICE OF CHILDREN & FAMILY SERVICES

FIRE SAFETY CHECKLIST
NON-SECURE DETENTION FAMILY BOARDING HOMES

FAMILY:

NAME _____

ADDRESS _____

INSTRUCTIONS:

The following statements should be completed by a supervising county agency staff person in consultation with the family boarding care facility operators during an onsite fire safety review visit, as part of the certification process. A copy of the completed checklist, and any attachments, should be forwarded to Detention Services Unit, NYS Office of Children and Family Services, 52 Washington Street, Rensselaer, NY 12144.

Please complete all applicable items:

- | | <u>YES</u> | <u>NO</u> |
|--|----------------------------|----------------------------|
| 1. Has there been a fire in the home during the last five years?
If YES, please attach a narrative indicating: Extent of fire and damage, cause of the fire, and any resulting actions. | <input type="checkbox"/> | * <input type="checkbox"/> |
| 2. Flammable materials are properly stored in a metal container or receptacle away from any heat sources. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Fuse boxes/circuit breakers are in good condition and equipped with appropriate sized fuses or breakers.(No more than 20 amps to the kitchen area, and 15 amps to other receptacles.) | * <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Visible electrical wiring and/or extension cords are in good condition (not frayed, broken, or cracked). | * <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Electrical outlets and/or extension cords are not overloaded. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Extension cords are properly placed (not under rugs, over rails, or across traffic paths). | * <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Matches and lighters in the home are out of reach of small children. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Detention youth in the home have been informed where and when they may smoke, if at all. (No smoking is allowed in bedroom areas.) | * <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Oily mops are hung up and oily rags are kept in a tightly closed can, or thrown away after use. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Sufficient ashtrays are available in all rooms where smoking is allowed. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 11. The family has developed an emergency evacuation plan, with at least two means of escape from each floor in use. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 12. The emergency evacuation plan is reviewed with each detention youth at the time of admission/orientation. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Rubbish is disposed of regularly. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Emergency numbers for Police, Fire, Ambulance, Doctor, etc., are clearly posted near all telephones. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Ashes from any stove or fireplace in the home are kept outside in covered metal containers, away from flammable materials. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Standard practice in the home is to keep curtains, furniture, and clothes away from the stove or other heat source. | * <input type="checkbox"/> | <input type="checkbox"/> |
| 17. The fireplace chimney, if used, is checked regularly for the build-up of an accumulation of creosote, with an annual certification by a contracted cleaner. | * <input type="checkbox"/> | <input type="checkbox"/> |

Date Chimney(s) last checked: _____

- 18. All wood stoves and gas heaters are serviced and cleaned by a reputable heating professional, who inspects them annually for defects and provides a certificate of inspection or clearly marked receipt. *
 - 19. Cooking surfaces and range hood are kept free of grease. *
 - 20. The use of portable gas and kerosene heaters is prohibited. *
 - 21. Fireplace has a screen and is either properly vented, as certified by a local building inspector, or not used. *
 - 22. Any wood burning stove was installed in compliance with the New York State Uniform Fire Prevention and Building Code, as verified by a Certificate of Compliance on file at the facility. *
 - 23. Smoke detectors (UL approved battery or better) are installed in passageways leading to sleeping areas. *
 - 24. Smoke detectors are tested on a monthly basis *
 - 25. Fire extinguishers are provided in all kitchen, furnace, wood stove, fireplace, and workshop areas. *
 - 26. All fire extinguishers are checked monthly to prevent tampering or partial use. (Such misused units are immediately taken out of service and replaced or serviced when discovered.) *
- NOTE: All of the preceding questions are marked with an asterisk (*) next to the correct condition. If, upon completion of the Checklist, any of the items are not correct, list them below with the Item Number and a narrative describing the corrective action to be taken. Please include the agreed-upon dates for both completion and the follow-up inspection. *

COMMENTS: (Attach additional sheets as necessary):

Family Boarding Home Operator: _____
Signature Date

Supervisor: _____
Signature Date