MAKE YOUR HOME A
SAFE HAVEN
HOME SAFETY CHECKLIST
MAKE YOUR HOME A SAFE HAVEN

The Saint Paul Fire Department’s PROJECT SAVE HAVEN is a self-inspection safety tool for everyone. We invite you to use this checklist to survey your home’s safety. If you answer “NO” to any of the questions, it is a possible danger that you should address. Afterwards, Saint Paul residents living in non-government housing that is a fourplex or less can submit the SAFE HAVEN CITIZEN REQUEST FORM at the end of this booklet via mail or email. We will then contact you to schedule a visit by firefighters to check your smoke alarms, carbon monoxide alarms and fire escape plan. If we determine you are in need of new or additional safety equipment, we will install new smoke alarms (4), carbon monoxide alarms (1), and stovetop fire extinguishers (1) completely free of charge. Questions? Please call 651-228-6273

*While Supplies Last

SAFE HAVEN CHECKLIST

SAFETY PRACTICES

MOST DEADLY FIRES HAPPEN WHEN PEOPLE ARE ASLEEP.

The people at highest risk of dying in a fire are young children, the elderly, people with disabilities, and those that smoke, use alcohol, or take medications that cause drowsiness. Smokers’ materials are the number one cause of fire deaths.

Anyone who sleeps in basements or attics without at least two ways to escape fire are also at high risk. Minnesota law requires sleeping area have two ways out. In most cases this is a window at least 20 inches wide by 24 inches high with the open area of at least 5 feet. The window must be 48 inches or less above the floor.

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GENERAL SAFETY

SIXTY-FIVE PERCENT OF HOME FIRE DEATHS OCCUR IN HOMES WITH NO WORKING SMOKE ALARMS. Smoke alarms are required in every home and apartment. Install smoke alarms in every bedroom, outside each sleeping area and on every level of the home including the basement. Interconnect all smoke alarms throughout the home so that when one sounds they all sound. Dual sensor alarms (photoelectric and ionization) provide the best fire protection from both smoldering and flaming fires. Mounting them on the ceiling is best. They can be mounted on the wall as long as they are 6 to 12 inches from the ceiling. Hardwired smoke alarms are preferred, although battery-powered smoke alarms are acceptable. Smoke alarms expire; they need to be replaced ten years from the date of manufacture. Check the date on your smoke alarms. If there is no date it was made before 1999 and must be replaced. (Pressing the test button does not mean that the smoke sensors are still functioning.)

- Yes  - No
  □  □  Do you have a working smoke alarm on each level and in all sleeping areas?
  □  □  Have you tested the alarm in the last month or as recommended by the manufacturer?
  □  □  Have you replaced the battery in the last year? (Some smoke alarms are now equipped with a sealed 10 year long life battery)
  □  □  Are your smoke alarms less than ten years old?
  □  □  Does everyone in your home, including visitors, know what to do when the alarm sounds?

CARBON MONOXIDE (CO) ALARMS ARE REQUIRED IN EVERY MINNESOTA HOME AND APARTMENT.

CO alarms should be located within 10 feet of the entrance to EACH room used for sleeping. They can be located either on the ceiling or the wall. Replace CO alarms according to the manufactures recommendations (usually five to seven years). If the CO alarm sounds, GET OUTSIDE and CALL 9-1-1.

- Yes  - No
  □  □  Do you have a working carbon monoxide alarm located within 10 feet of each sleeping area?
  □  □  Is your carbon monoxide alarm within its expiration date?
  □  □  Does everyone in your home, including visitors, know what to do when the CO alarm sounds?

HEATING SAFETY

HEATING EQUIPMENT IS A LEADING CAUSE OF HOME FIRES. Never use the oven or stove to heat your home.

FIREPLACE SAFETY

- Yes  - No
  □  □  If you have a fireplace, does it have a fireplace screen?
  □  □  Have you had your chimney professionally cleaned in the last year?
  □  □  Do you use a metal container to discard fireplace ashes?
  □  □  Do you only burn clean dry wood in the fireplace?
FURNACE AND WATER HEATER SAFETY

Yes  No

☐  ☐  Have you had your furnace and water heater serviced by a professional in the last year?
☐  ☐  Do you change your furnace filter monthly?
☐  ☐  Do you keep items that can burn at least three feet away from your furnace and water heater?
☐  ☐  Does everyone in your home know what to do if they smell natural gas? (If you smell natural gas in your home do not turn on lights, use electrical items, or the telephone. Get outside and call 9-1-1 from a safe location away from your home.)

PORTABLE SPACE HEATERS

Yes  No

☐  ☐  Are all electric space heaters UL approved and plugged directly into an outlet?
☐  ☐  Do you keep space heaters at least three feet away from anything that can burn?
☐  ☐  Do you turn off your space heaters whenever you leave the room or go to sleep?

☐  ☐  Are flammable liquids, such as gasoline stored in safety containers in a garage or shed outside? (Never store gasoline in the house)
☐  ☐  Are matches and lighters kept out of sight and reach of children?
☐  ☐  Do you know that the Fire Department offers a free program for children who play with fire? For information on the Fire Play Intervention Program, call 651-228-6203.

SMOKING IS THE LEADING CAUSE OF FATAL FIRES.

Yes  No

☐  ☐  If someone in your home smokes, do they smoke outside away from the home?
☐  ☐  Do smokers use deep wide ashtrays?
☐  ☐  If medical oxygen is used in your home, do you prohibit smoking?
☐  ☐  Do you empty your ash trays regularly and soak all smoking materials with water before putting them in the trash?

CANDLES ARE A LEADING CAUSE OF FIRE IN THE HOME. We recommend using battery operated candles.

Yes  No

☐  ☐  Do you use sturdy candle holders that will not tip over easily?
☐  ☐  Do you keep candles at least 12 inches away from anything that can burn?
☐  ☐  Do you blow out all candles whenever you leave the room or go to bed?
☐  ☐  If a candle must burn continuously for religious reasons, do you make sure it is enclosed in a glass container and placed on a metal tray or in a deep basin of water?
CLOSE THE DOORS IN YOUR HOME TO SLOW THE SPREAD OF FIRE. A closed door helps contain a fire, slowing the spread of smoke and fire.

Yes  No
☐  ☐  Do you sleep with bedroom doors closed?
☐  ☐  Are the doors in your home free from damage such as holes, cracks and missing panels?
☐  ☐  Are all the door knobs, locks, hinges and other hardware in good working condition so they close securely and are easy to use in an emergency?

WINDOWS DO MORE THEN JUST PROVIDE LIGHT. Windows are an important part of your home. Besides providing light and ventilation some windows act as a secondary means of escape.

Yes  No
☐  ☐  Does every sleeping area have an emergency escape window or second door leading directly outside?
☐  ☐  Are emergency escape windows able to be easily opened? (Not screwed or painted shut)
☐  ☐  Is everyone in your home able to operate all emergency escape windows?
☐  ☐  If young children are in the home, is the area around windows clear of items they can climb on and fall out? Screens will not stop a child from falling out a window.

FIRE EXTINGUISHERS PROVIDE AN ADDITIONAL LAYER OF SAFETY. Home fire extinguishers are a safe and effective way to extinguish small fires. To use a fire extinguisher remember the word PASS: Pull the pin, Aim at the base of the fire, Squeeze the extinguisher handle, and Sweep the nozzle back and forth. Call 9-1-1 whenever you use a fire extinguisher.

Yes  No
☐  ☐  Do you have fire extinguishers in your home?
☐  ☐  Are the fire extinguishers in your home easily accessible? (The preferred location is mounted on a wall near the exits.)
☐  ☐  Do you know how to use the fire extinguisher in your home?
☐  ☐  Do you inspect your fire extinguishers monthly to ensure they are properly charged, the pin is in place, and the nozzle is clear?

Home fire sprinkler systems are the best way to protect your family in the event of a fire. Most home fires are controlled or extinguished by a single sprinkler head. Home fire sprinklers use much less water than firefighters using a hose. Remember, your possessions dry out but nothing un-burns.

If you are remodeling or building a new home, insist upon a life-saving fire sprinkler system. For more information, please visit www.homefiresprinklers.org.
KITCHEN SAFETY

COOKING FIRES ARE THE LEADING CAUSE OF HOME FIRES AND FIRE INJURIES.

Your best way to prevent cooking fires is to “STAY AND LOOK WHEN YOU COOK.” Stay in the kitchen when you are frying, grilling or broiling food. If you leave the kitchen, even for a short time, turn off the stove. Many fires start in the kitchen from frying foods. You can lower the risk of a fire by using a fryer with a thermostat control that shuts off when the contents get too hot. If you do have a fire on your stove, the safest way to extinguish it is to leave the pan on the stove, slide a tight fitting lid over the pot, turn the burner off and call 9-1-1. DO NOT ADD WATER! If the fire is too large or unsafe get outside and call 9-1-1.

You can make your kitchen safer by installing automatic stovetop fire extinguishers. If there is a fire, these devices will put out the fire by dropping powder onto the stove. You can learn more at www.stovetopfirestop.com. In Saint Paul, you can purchase Stovetop Fire Stops at participating Frattallone’s Ace Hardware Stores.

Yes No

☐ ☐ Do you stay in the kitchen while cooking?
☐ ☐ Are paper towels, hot pads, dish towels, or other item that can burn kept at least three feet away from the stove?
☐ ☐ Are hot liquids (such as coffee) and hot foods placed out of the reach of children?
☐ ☐ Are back burners used for cooking and are pot handles turned inward?
☐ ☐ Is the microwave properly used and is food tested for temperature before being eaten?
☐ ☐ Do you tie back hair and remove loose fitting clothing that may catch on fire before cooking?
☐ ☐ Do you keep children and pets at least three feet away from the stove?
☐ ☐ Do you have stove knob covers to prevent pets and small children from turning on the stove?

OUTDOOR COOKING PRESENTS A DIFFERENT SET OF HAZARDS. Gas, charcoal, and wood fire grills must be used outdoors. Never use gasoline to start a grill, campfire or bonfire. Whenever you use a grill, keep it a safe distance away from combustibles including siding, decking, and railings.

Yes No

☐ ☐ Do you keep your grill clean and free from grease build-up?
☐ ☐ Do you use charcoal lighter fluid correctly by soaking cold unlit coals before lighting them?
☐ ☐ Do you place the grill a safe distance away from anything that can burn before igniting the coals, wood or propane?
☐ ☐ Are children and pets kept at least three feet away from hot grills?
☐ ☐ Do you dispose of your used coals in a metal container with a lid that you kept outside and away from your home, garage or shed?
☐ ☐ Do you allow your grill to cool completely before covering or bringing into a shed or garage for storage?
BATHROOM SAFETY

THE BATHROOM HAS MANY RISKS THAT CAN BE REDUCED.  140° F water will cause a first degree burn in less than 5 seconds. Electric appliances such as hair dryers, curling irons and radios pose an electrocution hazard if they come into contact with water. Spilled water and rugs without a rubber backing can lead to injuries. A few simple changes can have a big impact on the safety of your bathroom.

- Is the hot water heater set between 110° and 120° F to prevent scalds?
- Are electrical appliances (curling irons, hair dryers, space heaters, and radios) kept away from water and unplugged after each use.
- Do you keep hot appliances such as curling irons and flat irons out of the reach of children and allow them to cool before putting them away?
- Are the outlets in your bathroom equipped with a Ground Fault Interrupter (GFI)?
- Does the bathtub and shower have non-skid strips or a non-slip mat?
- Do all your rugs and mats have a non-slip backing?

CHILD SAFETY

PREVENT INJURIES TO CHILDREN. Be aware of hazards and habits that pose an increased risk of choking, suffocation, strangulation and other injuries to children. Many childhood injuries can be prevented.

- Are windows locked to keep children from falling out?
- Are cordless window shades used? For information on window shade safety, please visit www.windowcoverings.org.
- Are plastic bags, balloons, small pieces of food, small objects, small toys and other choking hazards out of the reach of children?
- Does the babysitter or caregiver know what to do in the event of an emergency?

MAKE SURE YOUR CHILD’S CRIB IS SAFE. Many older model cribs increase a child’s risk of suffocation and strangulation. For more information on crib safety please visit www.spsc.gov.

- Is the baby always placed on their back to sleep?
- Does the baby always sleep alone in a safe crib-type bed?
- Is the crib mattress firm and fit snuggly?
- Do the crib slats spacing meet current safety guidelines?
- Is the baby’s bed free of pillows, soft fluffy blankets, bumper pads, quilts, comforters and stuffed toys?
YOUR HOME HAS MANY ITEMS THAT ARE POISONOUS. Nine out of ten poisonings occur in the home; Lead paint, plants, medication and cleaning materials are all items you may have in your home that are poisonous.

Yes  No
☐ ☐ Is your home free of any chipping or peeling paint? (Children can be poisoned by lead paint.)
☐ ☐ Are laundry soap and dishwasher detergent pods kept out of the reach of small children or in a locked cabinet?
☐ ☐ Do you have locks on the cabinets where you store your household cleaners and other hazardous items?
☐ ☐ Do you keep all medication and vitamins out of the reach of children or in a locked cabinet?
☐ ☐ Do you keep button batteries out of sight and reach of children? (These batteries are often used in items such as remote controls, greeting cards, watches, holiday decorations and light up jewelry)
☐ ☐ Do you keep magnets out of the reach of small children? (Magnets can injure children when they are swallowed and become attached to each other.)
☐ ☐ Is the poison control number posted near telephones and programmed into your cell phone? 1-800-222-1222

DROWNING IS THE LEADING PREVENTABLE CAUSE OF DEATH FOR CHILDREN UNDER THE AGE OF FIVE.

Yes  No
☐ ☐ Is standing water such as ditches, kiddie pools and five gallon buckets inaccessible to unsupervised children?
☐ ☐ If you have a home swimming pool, is there a fence at least four feet tall with self closing and latching gates surrounding the entire pool?
☐ ☐ Is there a responsible adult supervising swimmers that knows what to do in a water emergency? (CPR and basic water rescue skills)
☐ ☐ Does everyone in your home wear a lifejacket when boating?

GUN SAFETY IS THE RESPONSIBILITY OF EVERY GUN OWNER. If you do keep guns in the home make sure you teach young children about firearm safety.

Yes  No
☐ ☐ If you have guns in the home, do you keep them unloaded and locked using a child-resistant gun lock?
☐ ☐ If you have guns in your home, do you keep all firearms and ammunition in a locked secure cabinet?
☐ ☐ If you have guns in the home, do you keep the keys or combinations for gun cabinets and locks in a safe location inaccessible to children?
MAKE SURE YOUR CAR SEAT IS SAFE. 75% of all car seats are installed incorrectly. Children under the age of 8 years old must ride in a car seat or booster. It is recommended that all children remain in a car seat or booster until they are at least 4 feet 9 inches or taller. It is recommended they stay in the back seat till they are at least 12 years old. For more information on car seat safety, please visit www.buckleupkids.mn.gov or www.carseatsmadesimple.org.

Yes ☐ No ☐ Does everyone in the home wear seatbelts while riding in motor vehicles?

Yes ☐ No ☐ Are age-appropriate car seats used when children are riding in motor vehicles?

Yes ☐ No ☐ Are your child safety seats less than 6 years old? (Car seats expire after 6 years after manufacture date)

Yes ☐ No ☐ Are the child safety seats installed according to vehicle and manufacture recommendations?

To find the nearest car seat clinic please visit www.dps.mn.gov

FALL PREVENTION

FALLS ARE A LEADING CAUSE OF INJURY. According to the Centers of Disease Control, falls are the leading cause of death in the home. While anyone can be injured from a fall in the home, older adults are at an increased risk for a serious injury or death. Each year thirty percent of Americans age 65 and older will experience a fall. Many of these falls can be prevented with some simple changes in your home.

Yes ☐ No ☐ Do you exercise regularly?

Yes ☐ No ☐ Do you take your time when getting up out of a chair or out of bed?

Yes ☐ No ☐ Do you keep the stairs and walkways in your home free from clutter and trip hazards such as shoes, clothing, extension cords, books and magazines?

Yes ☐ No ☐ Do you have a sturdy handrail on balconies, porches and on both sides of the stairs?

Yes ☐ No ☐ Do you wear sensible shoes? (If you wear socks in your home consider using socks with rubberized soles)

Yes ☐ No ☐ Do you use non-slip mats in your bathtub and shower?

Yes ☐ No ☐ Do you have grab bars in your bathroom?

Yes ☐ No ☐ Have you removed all throw rugs from your home?

Yes ☐ No ☐ Do you keep your floors clean and dry?

BATHROOMS AND KITCHENS ARE THE AREAS IN THE HOME WHERE MOST FALLS OCCUR. Small changes in these rooms can have a big impact on your safety.

Yes ☐ No ☐ Do you use nightlights in hallways, bathrooms and bedrooms?

Yes ☐ No ☐ Do you have a lamp or flashlight you can easily reach from your bed?

Yes ☐ No ☐ Do you promptly replace your light bulbs when they burn out?

Yes ☐ No ☐ Do you have light switches at the top and bottom of the stairs and by the entry to every room?

POOR LIGHTING INCREASES THE RISK OF A FALL. As we age our eyes need more light to see clearly. Adding additional lights is a great way to help our eyes see more clearly.
Dear Saint Paul Resident,

Congratulations! You have just taken steps to make your home a Safe Haven. I invite you to complete the form on the next page and return it to the Saint Paul Fire Department so we can schedule a visit. A fire crew will check your alarms, and if needed, install smoke alarms and a carbon monoxide alarms for free.

If your home is equipped with a range hood over the stove, we will also include an automatic stovetop fire extinguisher. This extinguisher helps to protect your home from the leading cause of fires, cooking.

We look forward to serving you and pledge to do everything possible to ensure the safety and good health of you and your family.

Sincerely,

The Saint Paul Fire Department
SAFE HAVEN CITIZENS REQUEST FORM

Yes, I would like to have a Fire Department representative contact me to schedule a “Project Safe Haven” visit. I understand that I will be asked to sign a program waiver for any fire safety equipment or information provided. I also understand the program is open to homeowners in Saint Paul, Minnesota.

PLEASE PRINT CLEARLY

Name: ________________________________________________________________________________

Address: ______________________________________________________________________________

Saint Paul, Minnesota Zip Code:____________________________________________________________

Phone (required): _______________________________________________________________________

Email: ________________________________________________________________________________

Number of adults in the home: _____ Number of children: _______ Ages:___________

Optional: (To be used for summary reporting only. Identifying information will be kept confidential)

White ____ African-American ____ Hispanic ____ Asian ____ Native American ____ Other ____

The Saint Paul Fire Department has free smoke alarms, carbon monoxide alarms and stove top fire extinguishers for residents while supplies last. If you require any of these lifesaving items, the fire company assigned to you will deliver and install them for you.

Smoke alarms should be on each level of your home and in every bedroom.

Do you need free smoke alarms?   Yes [ ] No [ ] How many _____?

Carbon monoxide alarms should be on every level of your home.

Do you need a free carbon monoxide alarm?   Yes [ ] No [ ] How many _____?

Does your stove have a range hood?   Yes [ ] No [ ]

How did you hear about “Project Safe Haven” ______________________________________________

Cut and mail

Saint Paul Fire Department
Project Safe Haven
645 Randolph Avenue
Saint Paul, MN 55102

Fax: 651-228-6241

Email fireevents@ci.stpaul.mn.us

Questions 651-228-6273
Make Your Home A
SAFE HAVEN

The Most Livable City in America