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## Disaster/Emergency Relief Plan of Action

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### Fire Safety

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Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your families chances of survival should a fire erupt in your manufactured home.

1. Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
2. With the whole family plan at least two escape routes from your manufactured home.
3. Practice fire drills regularly, using a smoke detector as a signal to start the drill.
4. Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.
5. Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
6. Be especially careful when displaying your holiday decorations.
7. Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of 2 and 12 years old.
8. Insure your personal property. Shop around for a company that best meets your needs for renter's or home owner's insurance.
9. Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box, the refrigerator, or rent a safety deposit box at your local bank.
10. Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them with the other important documents.

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### In Case of Fire

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1. Immediately assess the problem (where, extent involved, to assist you in exiting away from the fire source).
2. Know how to use a fire extinguisher.
3. Get everyone out of the house immediately and **never go back into a burning home.**
4. **Without risk to any person**, get pets out of the house.
5. Call 9-1-1 or the Fire Department and then call the park office (from a neighbor's phone):
  - a. State your name, telephone number you are calling from, park address, space number where the fire is, and any helpful location directions.
  - b. Describe the type/nature of the fire (gas, wood, chemical, electrical).
  - c. State that the fire is in a manufactured home and report any known injuries.
6. Turn off the gas and electricity at the home(s) affected.