



# Fire and Safety

## Fire Safety Requirements

Short term accommodation operators are required to have appropriate safety measures in place to protect guests in the event of an emergency. A Fire Safety Plan and Fire and Safety Audit must be submitted with the complete application package.

- Post the Fire Safety Plan in all permitted bedrooms and at exits.
- Install working, connected smoke alarms on each floor and in every bedroom.
- Install an accessible, working fire extinguisher as required.
- If your property contains gas appliances, ensure there is a working carbon monoxide detector on every floor.
- Test annually and maintain all smoke alarms, fire extinguishers and carbon monoxide detectors.

## Fire Safety Plan

Operators must provide a Fire Safety Plan and display the plan at entrances and exists, and in each permitted bedroom. The Fire Safety Plan must include the following information:

- Operators name and contact
- Contact information of the "responsible person"
- Address of property
- Emergency contact number (911)
- Location of rental bedrooms, extinguishers, smoke/carbon monoxide alarms
- Location of entrances and exits
- Fire Exit Route
- Include a legend
- Instructions to occupants if you discover a fire



## Example Fire Evacuation Plan



### If You Discover A Fire:

1. Immediately, alert others in the house of the fire.
2. Call the Fire Department, DIAL 911. Tell them you are reporting a fire at  

\*\*\* YOUR ADDRESS HERE \*\*\*
3. If you are qualified, attempt to extinguish or control using the available fire extinguisher
4. At the sound of a smoke alarm or residential sprinkler system, leave the building and meet at the assembly area

\*\*\* DESCRIBE ASSEMBLY AREA HERE \*\*\*