

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> Health and Safety	<b>SUBJECT:</b> Fire Extinguishers In Homes	<b>Code:</b> HS054
		<b>Date of Issue:</b> May
		<b>Revised:</b> November
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**PURPOSE:** Each individual's home in which we provide 24-hours N.E.I.G.H.B.O.U.R.S. support must be equipped with a fire extinguisher. (Homes in which we provide less than 24-hour support will be evaluated on an individual basis.) This policy outlines Avenue II's responsibility in ensuring fire extinguishers are present and properly maintained.

1. The Fire Department strongly recommends that all single family dwellings have at least one fire extinguisher present and Avenue II supports this recommendation.
2. Fire extinguishers that have a push button, plastic top, or which are disposable, are not recommended.
3. Fire extinguishers must be properly mounted in a central area that is visible, in case of a fire. Fire extinguisher instructions may be posted beside or above the fire extinguisher.
4. Fire extinguishers must be serviced yearly to remain fully functional. It is the responsibility of the staff working in the home to support individuals to have their extinguisher(s) serviced yearly. The tag on the fire extinguisher will show the date last serviced. Avenue II will pay for servicing of fire extinguishers.
5. If the fire extinguisher is discharged it must be serviced immediately. Support staff are responsible to ensure that this is followed through.

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