

# HOME FIRE SAFETY

## A Volunteer Project Plan



A step-by-step guide to help you give back on your own terms!

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# About Volunteer Project Plans

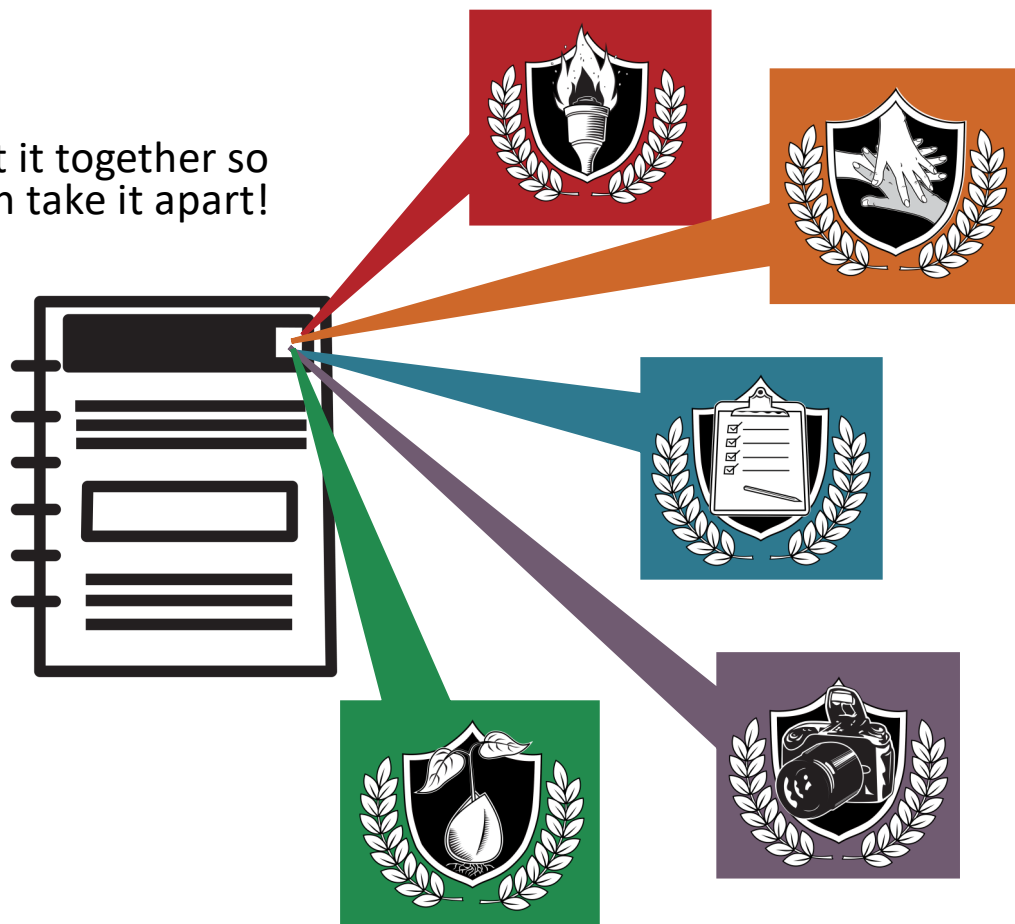
## What is a Volunteer Project Plan?

A **Volunteer Project Plan** is a step-by-step guide to complete a service project in your community.

All around us, there are opportunities to help our neighbors and our communities. However, it can be overwhelming trying to figure out what to do and where to start. A Volunteer Project Plan is the answer to this dilemma. We provide the tools and information you will need, including easy-to-use checklists.

All you have to do is distribute the checklists and other resources amongst members of your team according to their designated roles. The pages needed for each of these roles are indicated using a unique icon in the upper left corner.

**We put it together so  
you can take it apart!**



Please review the [commitment decision](#) page to help you decide if this project is right for you.

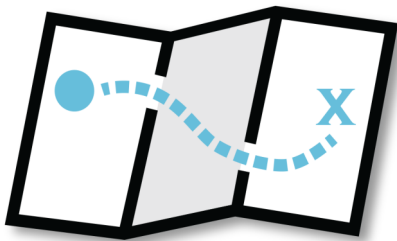
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## The Issue:

House fires are the biggest preventable disaster threat in the United States. [F] Every 24 seconds, a fire department in the U.S. gets a call. [F] So by the time you are done reading this page, several fires have probably occurred. [F] Most deaths from fire, around 75%, happen at home [c] Scary right? And did you know that the United States has one of the highest fire fatality rates in the developed world ? [B] How many is that? On average, seven people in the U.S. die in a house fire— every single day. [G] Most deaths from fire were in homes that had no smoke alarms at all or no working alarms [F] In fact, about half of the smoke alarms that are currently in homes do not work properly. [B] Fire can turn deadly in an instant. Most people guess that they have around 8 minutes to escape a burning structure. However, when a fire breaks out in the home, you may actually have less than 2 minutes—120 seconds—to get out. Everyone. Out. When literally every moment counts, 6 short minutes will be the difference between life or death.



## The Plan:



Teams of at least 3 volunteers will conduct home visits for Fire Safety and Prevention in a specially selected residential neighborhood. In each home, you will check out existing smoke alarms and replace batteries or the entire thing if needed. You will also add up to 3 new alarms in strategic locations throughout the home, and show residents how to use the alarms. Lastly, you will review some Fire Safety tips and create an escape plan with residents that helps everyone get out of a burning home in 2 minutes or less.

## The Impact:

Focusing on smoke alarms and making door-to-door visits are considered global best-practices in residential fire safety [A] Working smoke alarms cut the chances of dying in a fire by 50% and even one alarm in a house can save lives. [F] Providing basic education about fire prevention and safety can reduce the risk even further [B] Additionally, only 1 in 3 homes have a fire escape plan, and only half of those have practiced it. [f] This project will not only reduce the number of lives claimed by accidental fire, it will reduce the amount of environmental pollution—in the form of air contamination and toxic water runoff—that results from fire plumes and burning materials [E] Most disaster threats are not preventable—but this one is.



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# Commitment Decision Page



Please consider if you are able to do the following before making this commitment.



Prep Time: 5-8 hours  
Service Time: 3-4 hours  
Total time: 8-12 hours

**BUDGET**  
**\$\$\$\$**  
\$200-\$500

## You will need:



A planning team of 4-10 people who will give 5-8 hours each



One or more neighborhoods where volunteer teams will work



Photography equipment



Small team of volunteers who will give 3-4 hours each

## Steps:

### 1. Plan

The leadership team will:

1. Arrange a planning meeting
2. Select one or more residential areas to target and get permissions from the city (if needed)
3. Purchase new smoke alarms and batteries to install in homes
3. Spread the word & gather volunteers
4. Hold an Orientation and Training for Volunteers

### 2. Serve

Volunteers will:

Conduct home visits in teams of three

1. Assess the functionality of any current alarms, replace batteries as needed
2. Determine priority locations for new alarms & install
3. Educate & Assist residents:
  - How to test & hush alarms
  - Basic Fire Safety information
  - Make & document an escape plan

### 3. Report

Return your completed Impact Report form



### 4. Celebrate

You and your team just did something uncommonly AWESOME!



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# Leadership Team Roles

## Project Leader



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles below\*

## Project Co-Leader



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed

## Logistics Leader



- Works with Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

## Photojournalist Leader



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

## Fundraising Leader



- Works with the Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

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# Project Leader Section



- Oversees the planning, organizing and execution of the project including reporting impact
- Ensures that planning tasks are completed by coordinating with the other roles



# Project Leader Checklist



BEFORE

## Before

### Have a planning meeting

- ☐ Review the [adaptations page](#) for ways to scale up or down if desired
- ☐ Determine a date, time and location for the Leadership Team to **hold an orientation** to explain the project to volunteers & provide training
- ☐ Work with the fundraising leader to determine if additional funds or supplies are needed. Hold a fundraiser if necessary.

### **NOTE: Your budget will vary based on the types of alarms you purchase.**

- Experts recommend interconnected alarms (when one sounds they all sound.)
- You will also need several 'bed-shaker' alarms for people who are deaf or have significant hearing loss. Companies that make these that are up to industry standards include: BRK Electronics, Gentex Corporation, Kiddie Fire Safety and Menards, Inc. For information on availability and pricing, visit the manufacturer's website.
- The goal is to have up to three alarms available per household if needed...however **EVEN ONE ALARM IN A HOME CAN SAVE LIVES.**
- ☐ Select one or more neighborhoods to target. Contact the city and get permits or other necessary approvals if needed.
- ☐ Recruit additional volunteers with the help of Photojournalist

### **Prepare for the Volunteer Orientation Day**

- ☐ Work with the Logistics leader to print/make maps or diagrams that show the target neighborhoods and routes volunteers will take
- ☐ Research local facts and statistics—add these to the Impact Presentation
- ☐ Work with Logistics to ensure you have the supplies needed for orientation
- ☐ Hold a second status update meeting with Leaders if needed. Are we on track? Any unexpected roadblocks?

### **Hold the orientation Day**

- ☐ Make sure everyone knows the date and time of the Day of service
- ☐ Check that all volunteers have signed a waiver
- ☐ Ask each volunteer to complete a Promise Card expressing his or her commitment to *this* project...and then collect them
- ☐ Explain the project and roles for volunteers using the information provided
- ☐ Make teams of three people
- ☐ Circulate a contact sheet so you can reach volunteers if needed
- ☐ Have each volunteer team pack its tools and supplies into a backpack

### **Prepare for the Day of Service**

- ☐ Check with logistics that all alarms and other equipment/supplies are obtained
- ☐ Charge your cell phone

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# Project Leader Checklist



## During

Oversee the dispatching of volunteer teams in your chosen areas

- ☐ Establish a **Main Check-In Station** for volunteers in a central spot. If you are covering more than one area, designate one member of the Leadership team to serve as the Main Check-In Station for each area.
- ☐ Remind volunteers to focus on occupied homes only. Vacant properties, churches, and businesses will not be included in this project.
- ☐ Be the main point of contact. Keep your cell phone handy and turn the ringer up in case volunteers need something
- ☐ Hold on to the First Aid kit
- ☐ Collect the **Service Agreement** forms from Volunteer Teams



## After

- ☐ Return Promise Cards to volunteers after they complete their tasks
- ☐ Ensure the **Leadership Team** has completed their after service responsibilities
- ☐ Ask the **Fundraising Leader** for the collected information for the Impact Report
- ☐ Complete and send the [Impact Report](#)
- ☐ Thank your team and remind them of the impact of their hard work!
- ☐ Thank any donors or other partners (if applicable)

Items can be sent using [\*projects@becauseisaidiwould.com\*](mailto:projects@becauseisaidiwould.com)

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# Volunteer Orientation & Training Checklist



- ☐ Ask volunteers to add their information to the contact sheet as they sign in
- ☐ Review the Impact Report with the volunteers
- ☐ Review the overall process with volunteers using the project flow chart provided
- ☐ Make sure EVERYONE knows the date and time of your service project. You may want to hand out a written reminder.
- ☐ Review the selected areas/neighborhoods where you will go and review the routes volunteers will follow
- ☐ Review the three roles for the Day of Service and ask volunteers to select a preferred role (you may have to ask volunteers to distribute themselves more evenly among roles.) These will be the teams of three for the home visits.
- ☐ Review the Safety & Training information with the volunteers (it is good to have everyone hear all parts of the training in case they will need to provide backup for someone)
- ☐ Educate the volunteers on how to determine priority locations for smoke alarms
- ☐ **Review the following:**
  - ☐ the Service Acknowledgement Form
  - ☐ The instructions for engaging residents in a conversation about Fire Prevention
  - ☐ The needs assessment process and determination of the priority locations for new alarms
  - ☐ How to install a smoke alarm
  - ☐ The Fire Safety Checklist that residents will receive

At the end of the orientation, ask the teams of three to pack up their supplies in a backpack. Tools required may vary based on the types of alarms you are installing. Each backpack should contain at a minimum:

1. Screwdrivers
2. Tape measure
3. Alarms
4. Flashlight
5. Permanent markers
6. Black, red and blue pens
7. Clipboard with Service Acknowledgement Forms, Fire Safety Checklists, and information needed for escape planning

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# Impact Presentation



Use this presentation guide to share the importance of this project before you begin. It is important that everyone understands the impact that their efforts will make. A motivated team works harder!

**Thank you** for joining today's event in an effort to reduce fatal house fires.

Did you know that the United States has one of the highest fire fatality rates in the developed world ? [B] It's true. [F] Every 24 seconds, a fire department in the U.S. gets a call. [F] So by the time you are done reading this page, several fires have probably occurred. [F] Most deaths from fire, around 75%, occur at home. [c] Scary right? But it doesn't have to be this way. House fires are, in fact, the biggest preventable disaster threat in the United States.

## Quick facts:

- On average, seven people in the U.S. die in a house fire— every single day
- Most deaths from fire were in homes that had no smoke alarms at all or no working alarms [F]
- Working alarms cut your risk of dying in a home fire in HALF
- 3 out of 5 homes do not have an alarm or do not have a working alarm
- Even one fire alarm in a home can save your life

What causes the biggest number of fires? Cooking. About 455 home fires each day are caused in the kitchen [F] Although cooking causes the largest number of house fires, the number one cause of deaths from fire are because of—you guessed it—smoking. [G] Half of home fire deaths occur between 11pm and 7am, often because someone fell asleep while smoking [G] In general, very young children, older adults, people who live alone, those who are intoxicated and those with disabilities are at greater risk of dying in a house fire. [B]

But smoke alarms only alert you to the presence of fire. An escape plan is also needed so everyone can get out of a burning home—fast. When asked, people estimate that they have about 8 minutes to escape. However, when a fire breaks out in the home, you may have less than two minutes to get out. Creating and practicing an escape plan twice a year is a critical part of home fire safety.



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As we complete this project, safety must be our number one concern.

**FYI: This project was carefully designed based on research about what helps reduce deaths in home fires. All components are equally important, so please do not leave anything out.**

- Please do not be afraid to ask questions at any time
- Make sure each team has at least one fully charged phone with the #s for the leaders
- Familiarize yourself with the neighborhood and the route. Follow the route and communicate any changes to the leaders.
- Focus ONLY on occupied homes. Vacant properties, churches and businesses are not part of this project.
- Stay with the team and never enter a home alone. Be alert. Pay attention to your surroundings
- No photos without a signed release
- Mandated reporters please follow the laws as indicated and appropriate
- If you see abuse or neglect, please call \_\_\_\_\_
- Watch out—another person's animals are not your pets
- Do not use the mailbox
- Do not use the bathroom—go to the identified public restroom
- Do not take gifts, food or donations—please direct people to the because I said I would website if they wish to give
- Do not go to homes that have 'No trespassing' or 'No soliciting' signs
- Do not approach a house if there are signs of fighting, drinking or drug use
- Do not enter a property if children are home alone—ONLY enter with the permission of an adult at least 18 years old who lives in the home
- Leave the property immediately if you are asked to do so
- Use all tools and equipment safely and read all safety information and labels before use
- DO NOT attempt to repair or remove an existing hard-wired alarm. However, you should test it if possible.
- DO NOT leave the alarms with the residents. ALL alarms must be installed before you leave.

## **Stepladder Safety:**

Read and follow all labels

1. Inspect before use. Make sure steps are clean and free of grease or oil
2. Never walk under a step ladder
3. Never stand on the top step. Maintain a "3 point contact" with the ladder at all times, such as two feet and one hand. Always face the ladder while on it.
4. Place on a flat surface so that all legs are on the same surface. For example, keep all legs on the carpet—do not place 2 legs on carpet and 2 legs on a different surface like tile. Do not place ladder on top of boxes or other items to increase height.
5. Do not exceed the load rating for the step ladder
6. Keep legs fully open and in the locked position. Do not move the ladder while someone is on it.

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1. Tally up the impact of your project
2. Share the results on social media to inspire others to volunteer
3. Send this form to: [projects@becauseisaidiwould.com](mailto:projects@becauseisaidiwould.com)



**Promises  
matter!**

## Volunteer Hours

Estimated total number of hours of planning time	_____	Hours
# of volunteers who helped with planning above	_____	Volunteers
Estimated total number of service hours including prep time, orientation, time in home visits and clean up	_____	Hours
# of volunteers who were present on day of service	_____	Volunteers

## Cost

Estimated savings from donated equipment and supplies	_____	Dollars
Total cost of purchased supplies and equipment	_____	Dollars

## Impact

Total # of new alarms installed and tested	_____	Alarms
Total # of batteries replaced in existing alarms	_____	Batteries
Total # of 2 minute fire escape plans created	_____	Plans
Total # of Safety Checklists reviewed with residents	_____	Lists

## Comments

*Please include any other comments or information that you think is important for understanding the impact (effect) of this project.*

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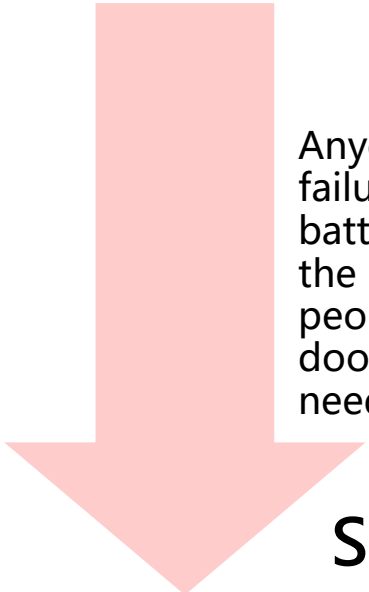


- You can adjust (or scale) the project “up” or “down” if desired.
- Simply adapt the information and checklists provided to tailor this project to the interests of your volunteers and the specific needs of your community.



## Scale It Up

This option is a bit more involved, but the payoff is worth it. You and your team will complete the project as outlined in this plan with a few additions. To increase your impact, you can include emergency escape fire ladders for second story bedrooms as well as other additions such as fire extinguishers and emergency flashlights. Flashlights are much safer than candles in case of a power outage. According to the National Fire Protection Association, candles cause (on average) an estimated 82 deaths, 800 injuries, and \$295 million in direct property damage each year.



Anyone can do this option! A reported 68% of smoke alarm failures are due to missing, disconnected or ‘dead’ batteries.<sup>1</sup> So in this project, all you have to do is replace the batteries in the smoke alarms that already exist in people’s homes. Pick a residential area and go door-to-door to complete alarm testing and battery replacement as needed. Don’t forget to review some basic fire prevention facts with residents!

## Scale It Down

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## Project Co-Leader Section



- Helps ensure that nothing 'falls through the cracks'
- Serves as a backup for other roles as needed



# Chapter Leader Checklist



BEFORE

## Before

- ☐ Work with the Project Leader to make sure everyone has completed their 'Before' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



DURING

## During

- ☐ Work with the Project Leader and other Leadership Team roles to make sure things run smoothly
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed



AFTER

## After

- ☐ Work with the Project Leader to make sure everyone has completed their 'After' service tasks
- ☐ Ensure that nothing falls through the cracks
- ☐ Provide backup for other roles as needed

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# Logistics Leader Section



- Works with Project Leader to identify needed equipment & supplies
- Orders or procures any supplies, food, or other materials
- Brings above to the location and sets up before the event

# Logistics Leader Checklist



## Before

BEFORE

### Getting Started

- ☐ Work with the **Project Leader** to determine [equipment & supplies](#) needed & quantities for each, as well as where you will store any items you gather.
  - ☐ **Note:** Experts recommend using **interconnected alarms**—when one sounds they all sound. You can also use alarms that double as carbon monoxide detectors. It is highly recommended that you purchase **self-adhesive pads** designed for smoke alarms so you do not have to drill holes during installation.

### Get ready for the Orientation

- ☐ Make copies of the volunteer role sheets and [Promise Cards](#) (and cut them out)
- ☐ Pack up all equipment and supplies (including copies and Promise Cards)



## During

DURING

### During the Orientation

- ☐ Bring equipment and supplies to the location of the orientation
- ☐ Set up the registration table (or clipboards) and volunteers sign-in
- ☐ Work with the **Project Leader** to help volunteers Remember that volunteers will need to be in groups of three

### On the Day of Service

- ☐ Manage the equipment & supplies during the home visits



## After

AFTER

- ☐ Return any borrowed or unused supplies
- ☐ Let the **Project Leader** know of any donations so that a personalized thank you can be made

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# Equipment & Supplies Checklist



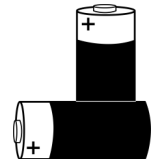
## You will need the following equipment and supplies for the ORIENTATION & TRAINING

- ☐ Registration table
- ☐ Pens/pencils
- ☐ Promise Cards
- ☐ Snacks and water
- ☐ A blank Volunteer Contact Sheet
- ☐ Alarms to use as visual aids and to give installers for practice at home
- ☐ Maps or other information about the designated service areas and routes
- ☐ Copies of Volunteer Role checklists and role-specific information sheets



## You will need the following for the DAY OF SERVICE

- ☐ Basic First-Aid kit
- ☐ Stepladders (one for each volunteer team)
- ☐ Flashlights
- ☐ Tape Measures
- ☐ Alarms\* (3 per anticipated household + several bed-shaker alarms for the hearing impaired)
- ☐ 9 volt batteries
- ☐ Permanent markers
- ☐ Clipboards and pens
- ☐ A backpack for each team to carry their supplies
- ☐ Copies of Service Acknowledgement form[1 for each anticipated household]



\*Different types of alarms, **ionization and photoelectric**, detect fires differently and experts recommend having both types. Experts also recommend having **interconnected alarms** such that when one sounds they all sound. You may also want to consider getting **dual smoke and carbon monoxide detectors** if your budget allows. **Self-adhesive pads** for fire alarms will allow you to install without using a drill.

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### Instructions for using a Promise Card:

- Write your promise to complete this project on the card
- Give the card to the Volunteer Project Leader
- Fulfill your promise
- Get your card back. Keep it as a reminder that you are a person of your word!

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because I said I would.

because I said I would.

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# Contact Sheet for Volunteers

**Please print your name clearly**

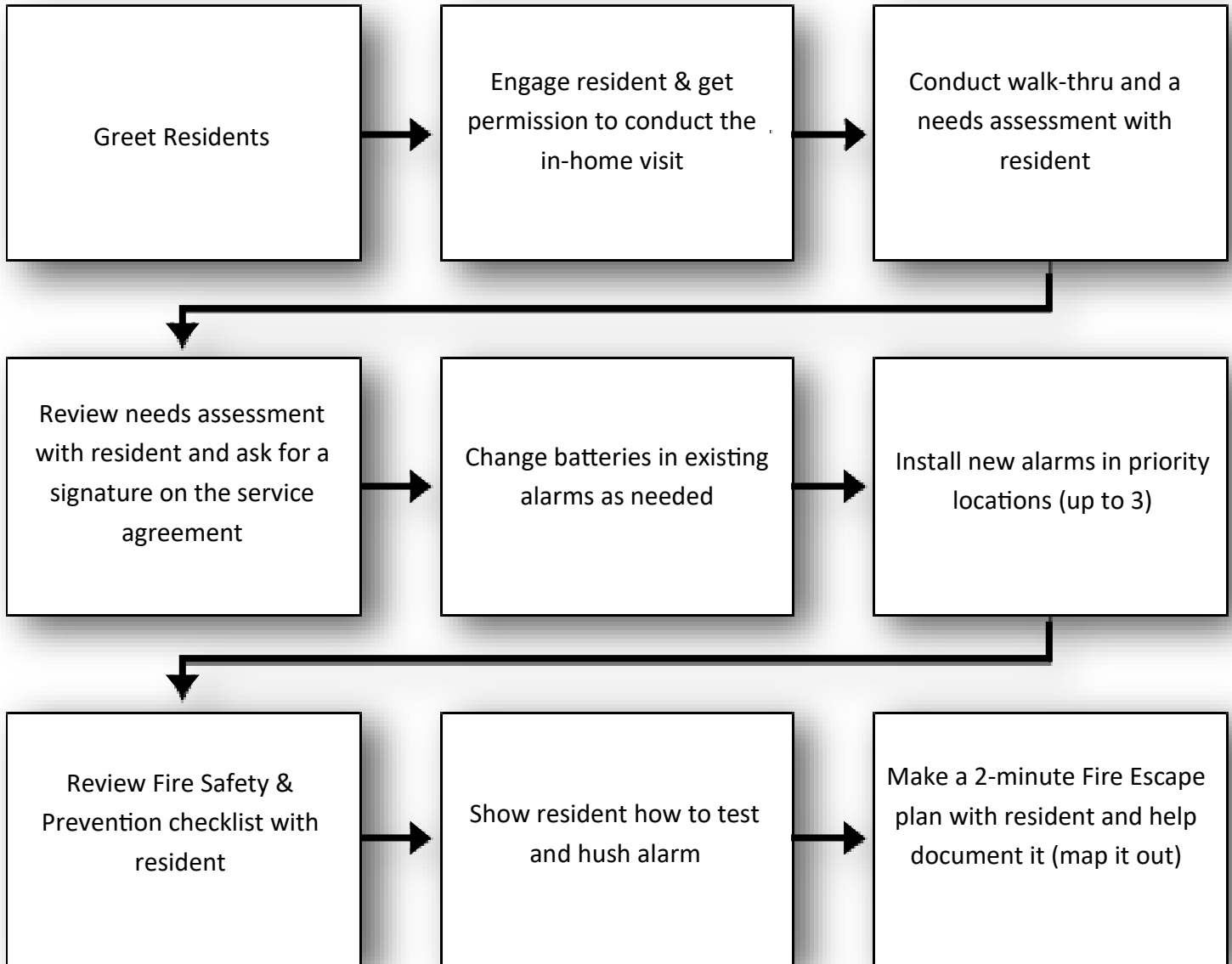
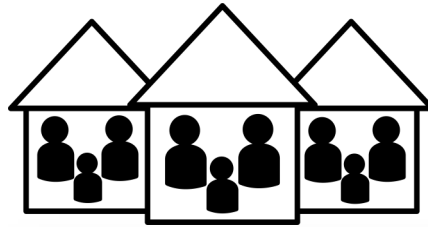
- We are asking for your phone number so someone can reach you during the Day of service for safety reasons
- Please check the box that indicates if you prefer a phone call or a text message

[illegible]

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## Home Visit Flow Chart





# Service Acknowledgement Form

Location Address:

## Services provided

---

# of smoke alarms installed and tested

# of batteries replaced

Did residents create a fire escape plan (y/n)

Did residents review Fire Safety Checklist (y/n)

---

## Needs Assessment Info:

# of people who live in home (total)

# of youth under age 18

# of adults over age 65

# of pre-existing smoke alarms

Notes:

Priority Locations for new alarms [based on above needs assessment]

## Agreement

---

I am a resident of the home at the address above. Today, I received the services indicated on this form. I also received instructions about how to use and maintain smoke alarms. It is my responsibility to test the alarm/s monthly and to maintain the smoke alarm/s per the manufacturer's instructions. It is also my responsibility to ensure that I have the appropriate number of smoke alarms and that the alarms are in appropriate locations. Different types of alarms, ionization and photoelectric, detect fires differently and experts recommend having both types. Experts also recommend having interconnected alarms such that when one sounds they all sound. Additionally, it is my responsibility to make sure that I have the proper number of smoke alarms and that the alarms are in the appropriate locations. Furthermore, the volunteers who provided the above services as well as *because I said I would* are not responsible for determining the appropriate type, number, or location of smoke alarms.

Your signature indicates that you have read the information above and that you agree with its content.

Resident Printed Name\_\_\_\_\_

Resident Signature\_\_\_\_\_

Date:\_\_\_/\_\_\_/\_\_\_

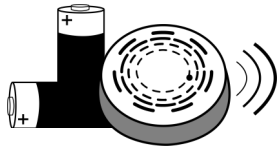
Family Liaison Name\_\_\_\_\_

Family Liaison Signature\_\_\_\_\_

Date:\_\_\_/\_\_\_/\_\_\_

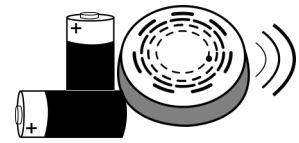
# Volunteer Roles

## INSTALLER



- ☐ Introduce yourself to the people on your team
- ☐ Check your backpack to make sure it has a stock of alarms, screwdrivers, a hammer, 9-volt batteries, a tape-measure, permanent markers, and a flashlight
- ☐ Make sure you know where the Main Check-In Station and designated public bathroom are located
- ☐ **Conduct walk-thru of home with the resident and your team members and complete needs assessment (see next page)**
- ☐ Check existing alarms
- ☐ **Service Agreement—get signature for work to be done**
- ☐ Return resident to the Family Liaison
- ☐ Install NEW Smoke alarms (up to 3 as needed)
- ☐ Make sure the resident can hear the alarm before you install it
- ☐ **Install the new alarms according to the manufacturer's instructions.** Make sure you are safely using the stepladder. Write the date of installation on the back or side of the alarm in permanent marker
- ☐ **Show the resident how to test and hush the alarm.** Ask them to try it (use a broom handle.) Remind them to test it monthly. Also, remind them to hush the alarm, and not to disable it if there is a false alarm. If false alarms happen too frequently, they may want to relocate the alarm
- ☐ **Explain how to maintain the alarm.** Alarms need replacing after 10 years. Batteries need replacing after one year (often done on Daylight Saving Time day.) If it 'chirps' that means the battery is low. If this happens, and you can replace the batteries, do so. Note: some alarms have built-in batteries which requires replacement of the entire alarm. DO NOT attempt to remove or repair an alarm that is hard-wired into the home
- ☐ **Take a photo of yourself** and post it to social media using the hashtag #becauseisaidiwould [Note: Do not take photos inside of someone's home without consent to do so]

# Conducting a Needs Assessment—Installer



A needs assessment is a best practice because it allows you to understand the unique needs of the household.

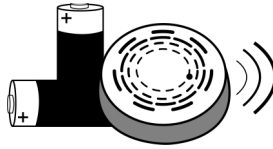
## Step #1: Walk-through the home with the resident:

- Ask resident to guide you through the home and **point out existing alarms**. Have a fellow volunteer go with you as you conduct the walk-through. Identify alarms. For each alarm:
  - Test button
  - Check date on manufacturer sticker (or ask the resident if you have to)
  - If it is 5+ years old—offer to replace it
  - If it does not work, and is less than 5 years old, offer to replace the batteries and test it again
  - If it still does not work, offer to replace it (and take back the batteries)
  - Make sure alarm is in the correct location
- Ask if there are any additional structures or levels to the home (if yes, inspect)

## **Step #2: Ask about the specific needs of the household**

- Ask person if they can hear the alarm you will install (press test button while at least 5 feet away. Do NOT put alarm right up to the ear when testing as it can damage hearing.)
- Ask if anyone in the household is deaf or hard of hearing or uses hearing aids.
- Ask the resident to remove any hearing aids or assistive devices and stand in their primary sleeping location. Test the alarm to ensure the person is alerted by it.
- Ask if anyone has a disability, access or functional/mobility needs. This may mean that people are sleeping in non-traditional areas.
- Ask if anyone is living, cooking, or sleeping in a non-traditional areas (an area not intended for that use by design. For example, sleeping on the couch in the living room or cooking in the basement.) This may require you to prioritize placement of an alarm near these areas.

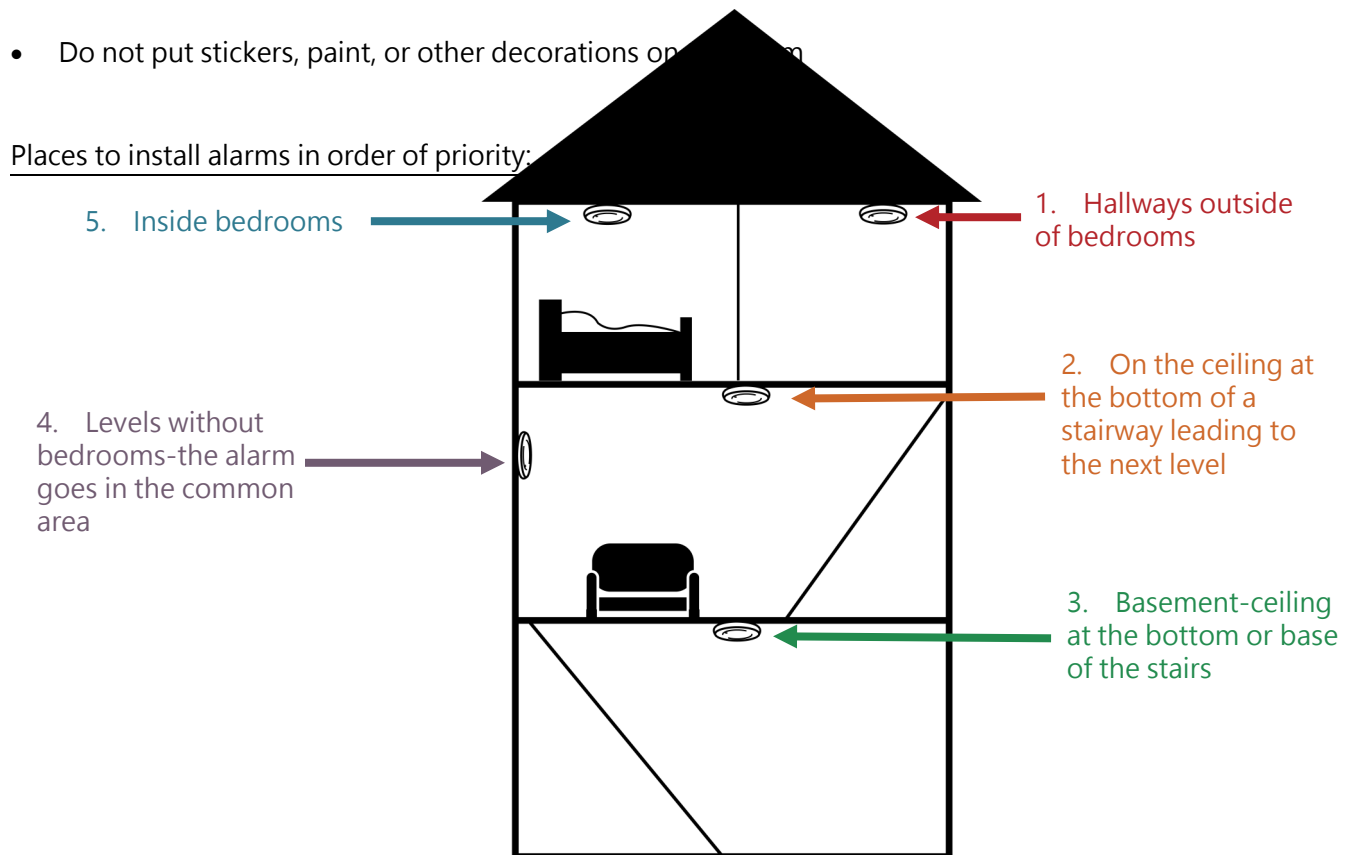
## Additional Information for the Installer



- Do not install alarms within 10 feet (3 meters) from the kitchen
- Do not install in the bathroom, garage, attics, crawl spaces, or other unoccupied areas
- Do not install alarms in very dusty spaces or where temperatures fall below 40 degrees F or exceed 100 degrees F.
- Do not install alarms in places where there is high air flow—drafts can disrupt the proper functioning of the alarm. High air flow places usually include spots near windows, doors, ceiling fans, furnaces, or vents
- Do not place alarms near fluorescent lights (Heat from lights can disrupt functioning)

### Placement /Where to install the alarms

- At a bare minimum there should be one on every level including the basement
- In the ceiling in the center of the room but not less than 4" (10cm) away from the wall
- Install on the wall only if there is nowhere on ceiling to put it (or if ceiling is not insulated well such as in a mobile home.)



If you would like to take an alarm home to practice installing it, please let the project leader know. Make sure you use the same needs assessment process to determine the best location for your alarm and install it according to the manufacturer's instructions.

# Volunteer Roles Cont'd

## ASSISTANT INSTALLER



- ☐ Introduce yourself to the people on your team
- ☐ Make sure you know where the Main Check-In Station and designated public bathroom are located
- ☐ Hold the stepladder for the installer
- ☐ Hand tools to the installer as needed
- ☐ Complete the sections of the Service Acknowledgement Form as you go along
- ☐ Keep track of equipment & supplies for the installer
- ☐ Take a photo of yourself and post it to social media using the hashtag #becauseisaidiwould

## FAMILY LIAISON CHECKLIST



- ☐ Introduce yourself to the people on your team
- ☐ Make sure you know where the Main Check-In Station and designated public bathroom are located
- ☐ Make sure you have enough copies of the Service Acknowledgement form
- ☐ Greet residents at the door and introduce team and project (this function can be done by someone else depending on preference & comfort level with it)
- ☐ Hand-off resident to installer for walk-thru and needs assessment.
- ☐ Once the walk-thru is complete, the Installer will bring the resident back to the Family Liaison:
- ☐ Engage residents in a discussion about Fire Prevention. Make sure to use a friendly voice, like talking to a friend. Do not lecture or judge. Take time to understand the resident's concerns
- ☐ Review the Fire Safety checklist with the resident (included)
- ☐ Allow resident to handle an alarm. Point out the test button
- ☐ Show residents how to test and silence the alarm. If necessary, show resident how to do this using a broom handle if it is unsafe for the resident to stand on the stepladder. Build the resident's confidence in doing this task
- ☐ Remind the resident to test the alarm monthly and replace it after 10 years (the Installer will have written the date of installation on the alarm)
- ☐ Give resident the Instruction Manuals for the alarms and suggest they keep it in a secure, easily accessible location
- ☐ Make a 2 minute fire escape plan with the family—use the worksheet provided

## Suggestions for the Family Liaison

- Talk with residents in a friendly voice—like you are just having a conversation—not teaching or judging people
- Take time to understand the residents' concerns
- Build the resident's confidence in using, testing, and maintaining the alarms
- Share personal experiences and info you may have from your practice run at home or other events
- Say who you are, show the alarm, and ask how many working alarms are in the home
- Let resident know the process will take about 30 minutes and is FREE of charge
- Ask, "Can we come in?"
- Ask, "Are you a resident who is over 18?"
- Introduce installer
- Help the installer get permission for the walk thru and needs assessment

NOTE: While the alarms are being installed, the family liaison asks to talk with resident about 1) a few

# Residential Fire Safety and Prevention Checklist

## General info:

- **A Fire Escape plan** should include 2 ways out of each room and should be practiced 2 times per year
- You have 2 minutes (or less) to get out of a burning home
- Get out and STAY out. Leave objects. Never go back in
- Stay low to the ground when exiting a burning building. If a passage is blocked by fire, use a different route
- Call 911 once you are safely out of the house

## Major Causes of Home Fires and prevention tips

### Cooking

- Cooking is the leading cause of home fires—usually from the stove
- Stay in the kitchen while you are cooking—“Keep an eye on what you fry”
- If you are tired or under the influence of alcohol or drugs, do NOT cook

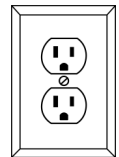


### Heating

- Keep anything that can burn and all children and pets at LEAST “3 feet from the heat” (=one meter)
- Never heat your home with the oven
- Turn-off portable heaters when leaving the room or going to sleep
- Have heating equipment & chimneys cleaned and inspected yearly by a professional
- If you smell gas in a gas heater, do NOT light it. Leave the home right away and call the local fire department or gas company

### Electrical

- Plug appliances (large & small) directly into the outlet
- Use only ONE heat-producing appliance per outlet at one time (like a coffee pot, toaster, or space heater)
- Do not drape cords over furniture, under carpets, or across doorways (foot traffic can damage cords)
- Remember: extension cords are for TEMPORARY use only. Have a qualified electrician add additional outlets if needed
- Use light bulbs with the correct wattage (usually on a sticker near the light socket)
- Contact an electrician (or your landlord) right away if:
  - Fuses are often blown or there are flickering or dimming lights
  - You get a tingling feeling when you touch any appliance, switch, or outlet
  - Your wall outlets spark, look discolored, or feel warm to the touch



### Smoking

- Smoking is the leading cause of death by fire, usually between the hours of 11pm to 7am
- NEVER smoke in bed
- NEVER smoke where oxygen is being used—it will make a fire burn hotter and faster
- Before you throw out cigarette butts, make sure they are completely out by dousing with water first and never extinguish cigarettes in flower beds or potted plants (mulch and peat moss will catch fire)
- Keep lighters, matches, and other smoking materials out of reach of children at all times
- Never leave charging e-cigarettes unattended; battery failures have caused small explosions and started fires





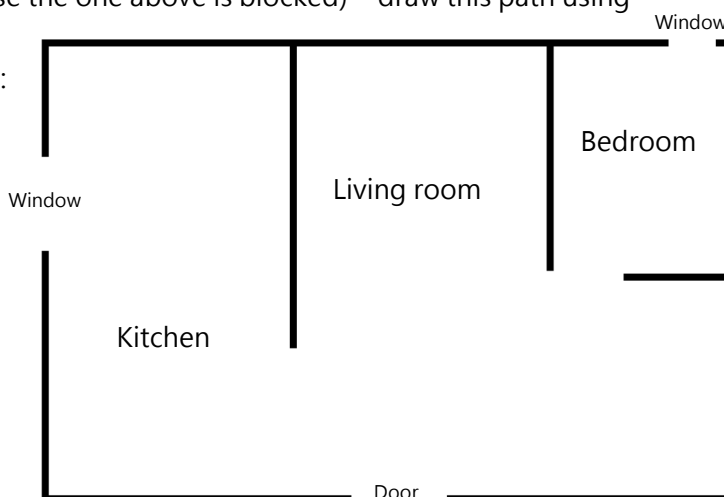
## 2 Minute Fire Escape Planning Information

If a fire breaks out in your home, you may have less than 2 minutes to get out!



### Escape planning instructions:

1. Draw a map of the home showing all rooms, doors & windows
2. Identify the 2 main exits for the home (e.g. front door and side door)
3. In each room, determine the easiest & fastest route out and indicate it with arrows (using a red pen)
4. Find a second escape route per room (in case the one above is blocked)—draw this path using arrows drawn in blue pen
5. Identify a meeting place with these 3 things:
  1. in a fixed location
  2. at a safe distance
  3. in the FRONT of the house



### Examples:

Garage (bad example)

Tree across street (good)



### Remember!

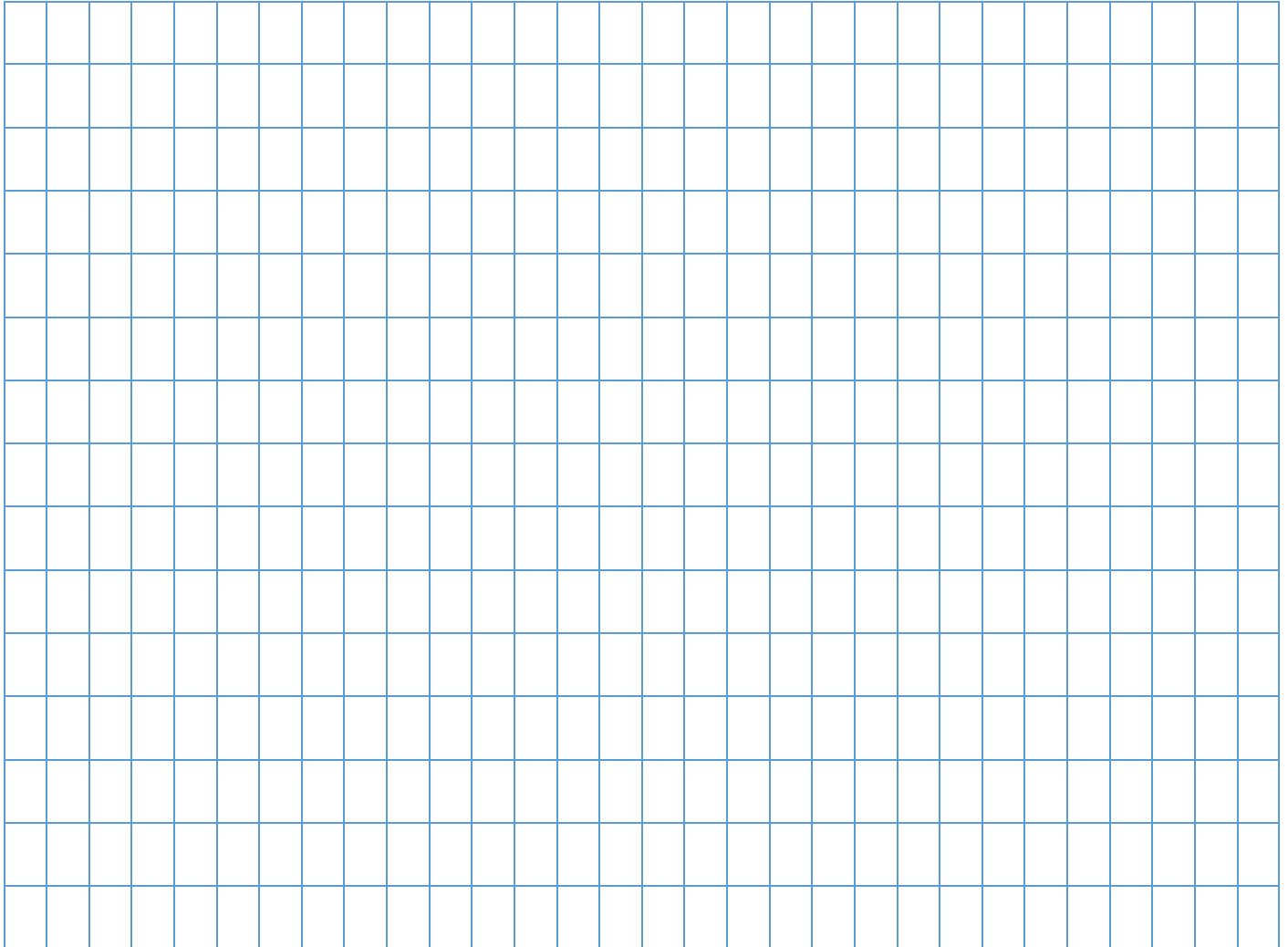
- Smoke alarms cut your risk of dying from a house fire in HALF
- Do not remove the batteries if you have false alarms (consider relocating the alarm instead)
- Arrange for someone to assist small children, older adults, or those with mobility challenges in case of fire. It is good to have a backup person in place in case the appointed person is not home

### Practice this at least twice per year—and time yourself!

- Include pets in your practice drills—but never re-enter a burning structure for any reason including to save a pet
- Alert the fire & emergency response team to the location of your pet if necessary



## Our 2-Minute Fire Escape Plan Diagram



- In case of a fire, get out of the home as quickly as possible and then dial 911 once you are safely outside.
- Make sure everyone knows at least 2 ways to get out of each room in your home.
- Smoke can kill you! Stay as low to the ground as you can while exiting the home. Crawl on your belly if you must.
- Meet in a safe, fixed spot in the front of the house. Write your meeting place here: \_\_\_\_\_
- \_\_\_\_\_
- You may have less than 2 minutes to escape a burning home!
- Time your practice drills and write your escape time here: \_\_\_\_\_ minutes

DON'T FORGET TO TEST YOUR SMOKE ALARMS MONTHLY

REPLACE BATTERIES AT LEAST 1X PER YEAR

Many people do this every 6 months when they change the clocks

ALARMS CAN CUT YOUR RISK OF DYING IN A HOME FIRE IN HALF!

# Photojournalist Leader Section



- Promotes the event
- Captures the experience to share success and inspire volunteerism
- Ensures that policies and personal preferences regarding photography and posting to social media are strictly enforced

# Photojournalist Leader Checklist



**A picture is worth a thousand words.** Capture the moment and share the impact volunteering can make!

**Remember:** depending on location and the person you are recognizing, the rules and regulations of photography may vary. Make sure to ask if the person is comfortable having his or her picture taken.



BEFORE

## Before

### **Recruit volunteers**

- ☐ Advertise the project using flyers and on social media, including the volunteer roles needed. It may help to get a backup photographer too.

### **Know the guidelines:**

- ☐ Understand what can and cannot be captured. Depending on the preferences of the family, it may be necessary to focus only on volunteers.

### **Get ready**

- ☐ Charge batteries for your camera/s & ensure your phone is charged
- ☐ Check that you have extra batteries and/or chargers
- ☐ Pack up your photography/ recording equipment



DURING

## During

- ☐ Capture the project through photo or video (or both) as permitted
- ☐ Interview 5 or more people (see [Interview Guide](#))
- ☐ Make sure volunteers know how to use **#becauseisaidiwould** and to refrain from capturing any images of the family, their home, their vehicles or other potentially identifying information



AFTER

## After

- ☐ Use the completed Photojournalist Guide to write a short paragraph about an interesting part of the project
- ☐ Announce the outcome on social media platforms
- ☐ Send a recap including photos and write-up of interviews to ***projects@becauseisaidiwould.com***

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I would.



## TIPS FOR TAKING INTERESTING PHOTOS

### Before and After—

- Show a striking difference between the start of the project and at the end.

### Subject selection—

- Choose people/places/things to photograph that are unexpected, surprising, emotional, or action-oriented.

### Frame and focus—

- Eliminate unnecessary background by getting 'up close' to the intended subject/s of the photo.
- Experiment with different angles and perspectives that draw the viewer in.

- Take a before and after shot
- Do a group photo
- Catch an action shot

## Sample Interview Questions

1. What is the most unexpected thing to occur today?
2. Have you ever done something like this before?
3. What did you learn today?
4. Has this issue affected you directly or indirectly?
5. What did you discover while interacting with others? Does anything stand out? Any interesting discussions?



Write a short story that recounts interesting experiences people had during this event. Share your story with *because I said I would* headquarters and post it to social media to increase awareness and promote volunteerism!

*Use the back of this sheet if desired*

Email to [projects@becauseisaidiwould.com](mailto:projects@becauseisaidiwould.com)

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# Fundraising Leader Section



- Works with the Project Leader to determine if additional funds or supplies are needed
- Finds and collects donations if necessary

# Fundraising Leader Checklist



BEFORE

## Before

- ☐ Find out what equipment/supplies are needed. Work with the Project Leader to determine the type of alarms you will use
- ☐ Identify possible donors for needed supplies or equipment & reach out
- ☐ Plan and complete a fundraising event **prior to the day of service** if additional funds or supplies are needed (see [fundraising guide sheet](#))
- ☐ Use acquired funds to purchase needed equipment or supplies by working with the **Project Leader**
- ☐ Give any other donated equipment or supplies to the **Logistics Leader**



DURING

## During

- ☐ Collect and compile information for the Impact Report by doing the following:
  - ☐ Recognize and record how many volunteers are there
  - ☐ Find out from **the Logistics Leader** the cost of purchased supplies and how many of each were needed
  - ☐ Distinguish between what was donated, borrowed, and purchased



AFTER

## After

- ☐ Inform the **Project Leader** of information collected for the Impact Report
- ☐ Thank any donors who had a part in making this project possible by working with the **Project Leader**

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# Fundraising Guide Sheet



Below are some general considerations for planning and completing a fundraising event. The more time you have in advance to plan, the more likely it is that you will have a successful event.

## IDEAS

- Ice cream bar/potato bar
- Spaghetti dinner
- Pancake breakfast
- Flea Market
- Bake Sale
- Bingo
- Silent Auction

### START

Decide on a fundraising idea.

Make a thorough **supplies list**. Do not forget about the **place or specific services** you may need like landfill fees or food delivery.

**Calculate your 'break even' point:** Subtract the cost of doing your fundraiser from the minimum amount of money that you could possibly raise. Make sure it is possible that you can raise enough funds to make your efforts worthwhile.

**Research nearby similar fundraisers and schedule** accordingly to reduce duplication of similar projects in the same area at the same time.

**Promote/advertise** your event as far in advance as possible.\*

- Be clear what **payment types** will be accepted (cash, Paypal, credit, checks)
- Ensure your **electronic payment methods** are working
- Get sufficient bills and coins to **make change**
- Do not forget to write down donor names so you can thank them later.

**Donate the surplus:** Any amount in excess of what is needed should be gifted to *because I said I would* or invested in another project.

### END

After your fundraiser, **make personal thank you notes/calls** using the donor's name.

\*Inform donors that gifts are NOT tax deductible because you are not a non-profit organization.

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- <sup>1</sup> Ahrens, M. (2009). *Smoke alarms in US home fires*. Quincy, MA: National Fire Protection Association, Fire Analysis and Research Division.
- <sup>2</sup> Mallonee, S., Istre, G. R., Rosenberg, M., Reddish-Douglas, M., Jordan, F., Silverstein, P., & Tunell, W. (1996). Surveillance and prevention of residential-fire injuries. *New England journal of medicine*, 335(1), 27-31
- <sup>3</sup> Marshall, S. W., Runyan, C. W., Bangdiwala, S. I., Linzer, M. A., Sacks, J. J., & Butts, J. D. (1998). Fatal residential fires: who dies and who survives?. *Jama*, 279(20), 1633-1637
- <sup>4</sup> Ahrens, M. (2013). *Home structure fires*. Quincy, MA: National Fire Protection Association, Fire Analysis and Research Division.
- <sup>5</sup> Schaenman, P. (2007). Global concepts in residential fire safety. *Best practices from England, Scotland and Sweden. London, England*.
- <sup>6</sup> Martin, D., Tomida, M., & Meacham, B. (2016). Environmental impact of fire. *Fire Science Reviews*, 5(1), 5.

### For more information:

**National Fire Protection Association**

<https://www.nfpa.org/>

**United States Federal Emergency Management Agency**

<https://www.usfa.fema.gov/>

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