

SOP Template for Fire in a Unit

If a Fire is Reported/Seen

Action 1: Using common sense, knock-on doors, and yell to make sure residents are out. If the door is hot, get out of the area.

Action 2 Apartment/Unit address of event?

- Text input.

Action 3: Has the fire department been called?

- Question response yes or no.

Action 4: Open electronic gates if applicable

- Acknowledge.
- Go to scene and assess the situation.

Action 5: Does Gas or Electrical power need to be cut off to the building/Unit?

- Gas – yes or no or not applicable.
- Power – yes or no.

Action 6: Assist the Fire Department in keeping the crowd and spectators away.

Action 7: If a fire is near a maintenance shop or chemical storage area, Inform a Fireman Immediately.

After the Fire

Action 8: Has the regional manager been notified?

- Question response yes or no.

Action 9: Has the fire department released the apartment and or building?

- Question response yes or no.
- If no – work with the fire department until released.

Action 10: Did the event affect other apartments/units.

- Question response yes or no.
- If yes – action required – input additional units.

Action 11: Have any of the apartments been placed as uninhabitable?

- If Yes – identify apartments.

Action 12: Notify residents immediately that their apartment is uninhabitable.

- Direct residents to speak with the community manager or regional manager.
- Do not offer any temporary accommodations.

Action 13: Was the fire suppression system (sprinklers) discharged?

- Question response yes or no.
- If yes – set fire watch.

Action 14: Call for Emergency Restoration Services?

- If yes – Approved vendor information.
- If no – why not?

Action 15: Take Photographs of all damage

Action 16: Assist community manager in filling out the incident report.

- Direct affected employees and witnesses to the community manager to share their details of the event.

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