

POLICY AND PROCEDURE	
<b>Policy Title:</b> Fire Safety Protocol	<b>Program:</b> Project Homekey, Live Oak Apartments
<b>Approved by Name and Title:</b> Megan Van Sant, Sr. Program Manager	<b>Effective Date:</b> April 22, 2025 Updated: January 2026
This policy was developed in accordance with our contract guidelines and direction with our funder, HCD.	

## Purpose

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services tailored to the needs of each resident household.

To deliver on our mission, to the best of our ability we strive to provide a safe place at Live Oak apartments. We hope to prepare residents and staff to respond quickly to possible life-threatening situations.

## Procedure

All units and common areas of the building are furnished with working fire, smoke, and carbon monoxide alarms.

Fire extinguishers are placed in the hallways and are serviced regularly.

Maps of evacuation routes are placed throughout the building.

Instructions for fire drills are posted. Community meetings are held annually to address questions and talk about drills.

Live Oak staff updates related forms and procedures as necessary and review annually.

## Attachments

Fire Evacuation Directions

Safety Instructions During a Fire Alarm

Fire Prevention and Safety Checklist

Fire Alarm Apartment Safety Tipsheet