



# Department of Commerce

Division of State Fire Marshal

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**BUSINESS FIRE SAFETY CHECKLIST**

A fire can devastate a business. How safe is your business from fire? To determine the safety of your business from fire hazards, review these questions with employees. Every "YES" answer indicates a positive fire safety situation. However, every "NO" answer points to a hazard that needs to be corrected.

| <u>Fire Safety Plan</u>  | YES                      | NO                       | <u>Housekeeping</u><br>(continued)  | YES                      | NO                       |
|--|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Has a Fire Safety Plan been established for your facility?   | <input type="checkbox"/> | <input type="checkbox"/> | Are electrical outlets checked regularly to ensure that they are not overloaded?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Has your Fire Safety Plan been reviewed in the past year?  | <input type="checkbox"/> | <input type="checkbox"/> | Is nonessential electrical equipment turned off at the end of the workday?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are <u>all</u> employees familiar with the Fire Safety Plan?   | <input type="checkbox"/> | <input type="checkbox"/> | Are extension cords the correct size (wire gauge, electrical load, length)? (They should be for portable equipment only.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all employees know what to do if they see a fire or smoke?  | <input type="checkbox"/> | <input type="checkbox"/> | Are areas in and around the building kept free from accumulated packing materials, paper and other combustible materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have a central meeting place outside and is it well-marked?   | <input type="checkbox"/> | <input type="checkbox"/> | Are exits, stairways and hallways clutter-free at all times?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have an employee accountability system?   | <input type="checkbox"/> | <input type="checkbox"/> | Are all spills of flammable or combustible liquids or hazardous materials cleaned up promptly?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees who are expected to use fire extinguishers trained annually?   | <input type="checkbox"/> | <input type="checkbox"/> |   |                          |                          |
| Is the local fire department acquainted with your facility, its location, and specific hazards?  | <input type="checkbox"/> | <input type="checkbox"/> |   |                          |                          |
|  |                          |                          | <u>Storage</u>  | YES                      | NO                       |
| <u>Housekeeping</u>  | YES                      | NO                       | Are approved containers used for the storage and handling of flammable and combustible liquids?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Are staff members encouraged to keep their personal workplaces clean?  | <input type="checkbox"/> | <input type="checkbox"/> | Are combustibles kept a safe distance from any heat source – at least 3 feet?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are heating units checked at least annually?   | <input type="checkbox"/> | <input type="checkbox"/> | Are hazardous materials properly labeled?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Where smoking is permitted is there an adequate supply of non-combustible receptacles for cigarettes that is distinct from containers for waste? | <input type="checkbox"/> | <input type="checkbox"/> | Are hazardous materials properly stored and disposed of?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are waste containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> | Do you have current MSDS (Material Safety Data Sheets) on site for hazardous materials?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          |                          | When stacking material, is there at least 24 inches between the top of the stack and the ceiling?                         | <input type="checkbox"/> | <input type="checkbox"/> |

## Fire Protection

|   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Are exit doors clearly marked, lit up and free from obstruction?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all exit lights illuminated and visible?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the directions to exits, when not immediately apparent, marked with visible signs?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are doors, passageways, or stairways that are neither exits nor access to exits, which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Can exits doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Where exit doors open directly on to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers provided in adequate numbers and types?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are extinguishers mounted in readily accessible and identified locations?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers inspected annually by a licensed company?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have a fire alarm system, is it tested at least annually?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have a sprinkler system, is it checked annually?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is proper clearance maintained below sprinkler heads (at least 18 inches)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are sprinkler heads protected by metal guards where needed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the standpipe, valves and fire department sprinkler connections unobstructed and clearly marked?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire doors kept closed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are room doors kept closed when the rooms are not occupied? (Closed doors can act as a barrier to smoke and fire.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the battery operated smoke detectors tested monthly?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the battery in the Emergency Lighting tested monthly?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a marked Meeting Place outside the facility where employees are to assemble?   | <input type="checkbox"/> | <input type="checkbox"/> |

## **You can survive a fire in your facility if you know what to do**

### **BE PREPARED**

- Fire safety is everyone's responsibility!
- A Fire Safety Plan will help identify actions to be taken in case of a fire and also identify fire safety practices and procedures to help prevent a fire.
- All employees should be trained so that they know how to prevent and respond to a fire.
- All employees should know how to activate the fire alarm and what it sounds and/or looks like.
- All employees should be able to recognize two ways out of each area that they are in.
- Emergency Exit Plans should be posted that show two ways out of each room.
- Employees should assemble at a marked Meeting Place after evacuating a facility so they can be accounted for.
- Use a fire extinguisher on small fires after the fire department has been notified and only if you have been trained.
- A fire drill should be conducted at least annually to ensure that employees leave the facility quickly and safely.

**Fire safety is everyone's job.  
Your life depends on it!**

### **Escape Tips**

- If you see smoke as you escape, try another way out.
- If you have to escape through smoke, crawl low to your exit. The cleanest air is near the floor.
- Test doorknobs and the space between the door and its frame with the back of your hand before opening closed doors. If the door is warm, try another escape route. If it is cool, open it slowly. Be ready to slam the door shut if smoke pours through.
- Do not use an elevator during a fire.
- Never go back into the building - for any reason - until it's safe. If someone is trapped inside, tell the fire department. The fire gasses in the building are toxic and could kill you.

**Get out and stay out: Once you escape a fire, don't go back in for any reason.**

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