

Malta McConnellsville Fire Department

Division of Fire



# BUSINESS FIRE SAFETY CHECK LIST



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
Has a Fire Safety Plan been established for your facility?		
Has your Fire Safety Plan been reviewed in the past year?		
Are <u>all</u> employees familiar with the Fire Safety Plan?		
Do all employees know what to do if they see a fire or smoke?		
Is the emergency telephone number of you fire department posted by all phones?		
Do you have a central meeting place outside?		
Do you have an employee accountability system?		
Are employees who are expected to use fire extinguishers trained annually?		
Is the local fire department acquainted with your facility, its location, and specific hazards?		
<u>Housekeeping</u>	YES	NO
Are staff members encouraged to keep their personal workplaces clean?		
Are heating units checked at least annually?		
Do employees smoke in designated areas only?		
Where smoking is permitted is there an adequate supply of non-combustible receptacles for cigarettes that is distinct from containers for waste?		

<u>Housekeeping</u>	YES	NO
Are waste containers emptied daily?		
Are electrical outlets checked regularly to ensure that they are not overloaded?		
Is nonessential electrical equipment turned off at the end of the workday?		
Are extension cords used properly? (They should be for temporary wiring only.)		
Are areas in and around the building kept free from accumulated packing materials, paper and other combustible materials?		
Are exits, stairways and hallways clutterfree at all times?		
Are all spills of flammable or combustible liquids or hazardous materials cleaned up promptly?		
<u>Storage</u>	YES	NO
Are approved containers used for the storage and handling of flammable and combustible liquids?		
Are combustibles kept a safe distance from any heat source – at least 3 feet?		
Are hazardous materials properly labeled?		
Are hazardous materials properly labeled and disposed of?		
<b>Do you have current MSDS (Material Safety Data Sheets) on site for hazardous materials?</b>		

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<u><b>Fire Protection</b></u>	<b>YES</b>	<b>NO</b>
Are exit doors clearly marked, lit up and free from obstruction?		
Are the directions to exits, when not immediately apparent, marked with visible signs?		
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?		
Can exits doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?		
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?		
Are fire extinguishers provided in adequate numbers and types?		
Are extinguishers mounted in readily accessible and identified locations?		
Are fire extinguishers inspected annually?		
If you have a fire alarm system, is it tested at least annually?		
If you have a sprinkler system, is it checked annually?		
Is proper clearance maintained below sprinkler heads (at least 24 inches)?		
Are sprinkler heads protected by metal guards where needed?		
Are the standpipe, valves and fire sprinkler connections unobstructed and clearly marked?		
Are fire doors kept closed?		
Are room doors kept closed when the rooms are not occupied? (Closed doors can act as a barrier to smoke and fire.)		
Are heat and smoke detectors inspected annually?		
Have all fire alarm pull stations been tested?		
Is there a marked Meeting Place outside the facility where employees are to assemble?		

***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 specified Meeting Place after evacuating a facility so they can be accounted for.**

***Use a fire extinguisher on small fires 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.***

**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.***

Information furnished by:

