



COTTONWOOD FIRE DEPARTMENT

Business Fire Safety Checklist

Keep this checklist handy by printing it and making it available to all employees. The Fire Safety Checklist can also be used to evaluate your business' Fire Safety Condition prior to the regularly scheduled Fire Safety Inspection by the Cottonwood Fire Department.

Is there at least 30 inches clearance between electrical service equipment and storage?

- Yes
- No

Are fused multi-plug adapters used?

- Yes
- No

Are extension cords being used only for temporary purposes only?

- Yes
- No

Are all junction boxes, switches and outlets covered?

- Yes
- No

Are all "Exit" signs legible?

- Yes
- No

Are all "Exit" signs illuminated?

- Yes
- No

Is the emergency lighting system operable?

- Yes
- No

Are the corridors or aisles leading to an exit clear of storage?

- Yes
- No

Can the exit doors be opened without a key, special knowledge or effort?

- Yes
- No

Has the fire alarm system been tested within the last year?

- Yes
- No

Are the fire extinguishers **within 75 feet of an exit and mounted appropriately?**

- Yes
- No

Have the fire extinguishers been inspected within the last year?

- Yes
- No

Has the sprinkler system been serviced and tested within the last year?

- Yes
- No

Is the storage 18 inches or more from the bottom of the sprinkler head?

- Yes
- No

Is there a supply of spare sprinkler heads?

- Yes
- No

Are the sprinkler valves accessible?

- Yes
- No

Is storage two feet or more away from the ceiling?

- Yes
- No

Are combustible and flammable liquids stored in approved cabinets?

- Yes
- No

FIRE SAFETY FOR YOUR BUSINESS

Office Fires

Over 5000 fires occur annually in the business place. Many of these fires could have been prevented if the employees were more familiar with simple on the job fire safety practices.

Plan Ahead

- ✓ In the case of fire, your fast and best response depends on how well you prepared before the fire occurred.
- ✓ Knowing what to do in case a fire happens is a learned and practiced action.
- ✓ Keep clutter out of the halls, lobbies and other exit areas.

Employees Should

- ✓ Be familiar with the work area well enough to find their way out when they cannot see because of smoke or darkness.
- ✓ Always know alternate exits from your work area.
- ✓ Know how to activate the fire alarm.
- ✓ Know where the fire extinguishers are located and how they operate. This takes practice!
- ✓ Know how to dial 9-1-1 from within the company phone system. Can you dial it directly from any extension or do you need to dial an outside access number?
- ✓ Post and practice a Building Evacuation Plan.

Arson

- ✓ Arson is the leading cause of workplace fires, in fact it is the leading cause of all fires.
- ✓ Know what your business security plan is and stick to it. Report all suspicious activities.

Appliances

- ✓ Leave space for air to circulate around heat-producing equipment.
- ✓ Keep appliances in good repair...even the power cords.
- ✓ Keep appliances away from anything that could easily catch fire.
- ✓ Designate someone to turn off or unplug all appliances, including coffee makers at the end of the day.

Fire Extinguishers

- ✓ Fire extinguishers are for small contained fires, such as a wastebasket or small box.
- ✓ Fire extinguishers should be located along lines of exit. Go to the exit, if the fire is still small and you know how to use a fire extinguisher, put out the fire.
- ✓ The Cottonwood Fire Department is happy to provide Fire Extinguisher training to you and your employees.