

Workplace Fire Safety

Use these tips and checklist to help ensure you, your business, employees, and customers are fire safe.



Evacuation – Care Facilities

- Activate the fire alarm system if fire or smoke is noticed.
- All tenants shall start to evacuate the building when the fire alarm sounds per the approved evacuation plan.
- Facility staff shall be responsible for accounting for all tenants.
- Staff shall be responsible for assisting tenants that need help with evacuation.

Fire Response

- Activate the alarm no matter how small the fire and call 911.
- Head outside quickly, closing, but not locking, doors as you go.
- Use stairwells, not elevators.
- If there is smoke, crawl low underneath it and test doors for heat before you open them.
- If your primary escape route cannot be used, go to your second exit.
- Go to the outside meeting place and have the assigned person notify on-scene firefighters of any persons remaining in the building or unaccounted for.



Is your workplace fire safe?

Items not checked may put you at higher risk for fire.

Electrical

- ❑ Use only surge protectors with circuit protection if additional receptables are needed.
- ❑ Extension cords are not to be used in commercial buildings.
- ❑ Keep all electrical appliances away from anything that can catch fire.
- ❑ Appliances have a seal of approval from independent testing lab and are turned off or unplugged when not in use.

Emergency Planning and Practice

- ❑ There is an emergency plan that covers all fire and life safety systems, a map of the space and evacuation procedures.
- ❑ Employees are trained in what to do in an emergency and conduct regular fire drills.

Fire Extinguishers

- ❑ The fire code requirements for the business type and occupancy are met.

Heating

- ❑ Baseboard heaters are at least 12 inches from combustibles like curtains and furniture.
- ❑ Portable heaters are listed for the use, have tip-over protection, and are at least three feet from any furniture or combustibles; plugged directly into the wall, and turned off when you leave the area or room.

Housekeeping

- ❑ All exits, hallways and stairways are clear.
- ❑ Storage areas are free of wastepaper, empty boxes, and any other fire hazards.
- ❑ If the recycling or garbage receptacles are overflowing, contact the waste removal agency to make a collection.

Prevent Arson

- ❑ Keep a watch out for fire hazards such as dry or overgrown vegetation and outside lights that are out.

Smoking Areas

- ❑ Designate specific smoking areas away from the building and the surfaces in the area shall be non-combustible.
- ❑ Provide non-combustible receptacles for cigarette ends, distinct from waste containers.