Fire Prevention Checklist



Fire kills more people each year than all-natural disasters combined.

- Every 24 seconds there is a fire that requires the fire departments attention.
- There were 1,319,500 fires reported by fire departments in 2017 resulting in 3,400 deaths.

A comprehensive **Fire Prevention Policy** is mandatory.

A. Emergency Plans

Tells how to evacuate in case of fire and how to account for all those evacuated. Fire drills based on the emergency plan will assist in understanding what to do during an emergency.

B. Fire Safety Equipment

Fire extinguishers, fire alarms, smoke detectors, fire sprinkler systems all play a vital role in fire prevention. It is important therefore to ensure that all equipment is in working order and in compliance with fire safety codes.

- The stipulated number of extinguishers are present (within 75 feet distance from any place in your facility).
- The size, rating, and type of fire extinguishers match the requirement for your kind of business. (At least a 2A-10BC size rating).
- The extinguishers, fire alarm panels, and fire sprinklers have been serviced and inspected within the previous 12 months.
- All extinguishers are mounted on the wall in keeping with the specified fire safety recommendations (the top of the unit must be no higher than 3.5 feet if extinguishers are greater than 40 pounds and 5 feet if lighter.)
- There are no warning lights on your fire alarm panel.
- There is adequate clearance around fire sprinkler deflectors (at least 18 inches, according to the NFPA).
- There are no signs of leakage, physical damage or corrosion on any of the equipment.
- The valves, hose connections, and water pressure are adequate to the requirements of the fire code.

C. Fire, Exit Routes

Ensure that there are no obstructions to people exiting the building in case of a fire emergency. This includes pathways, exits, aisles, and walkways.

- At least two stipulated fire exits are present.
- All exit doors are unlocked at all times of occupancy.
- Aisles that lead to and away from fire exits are unobstructed.
- The pathway that leads to exit doors is wide enough (at least 36 inches wide.)
- Fire exits are provided with panic hardware.
- All doors to fire exits can be easily opened in case of emergency.
- Easy access to fire protection equipment like fire extinguishers and fire alarm control panel.
- The paths to the exits are well lit and clearly marked.
- The exit signs have backup batteries (to allow for a minimum of 90 minutes power backup) in case the lights go off during a fire emergency.

D. Good Practices for Fire Safety

Strictly adhering to compliance standards in the following areas can go a long way in ensuring fire prevention.

- All combustible materials are stored in fireproof cabinets.
- The number of people in your premises doesn’t exceed the maximum occupancy limits at any time.
- Electrical sockets are not overloaded and there are no improper multi-plug adapters used.
- All electrical panels are easily accessible and there are no obstructions to their use.
- All potentially flammable materials are kept away from electrical panels. (Usually, a 3 feet clearance is required.)

No matter how many preventative measures are in place, fire still happen. If a fire does start, here are few steps you can take to stay safe:

- Alert anyone in the area.
- Evacuate the area
- Meet your co-workers in the designated outside area

