

FALL FIRE SAFETY CHECKLIST

Use this checklist to identify common fire safety concerns, review emergency preparedness and make sure your fire protection equipment is ready for the season ahead.



FIRE ALARM SYSTEM

- ☐ Check the fire alarm panel for trouble or supervisory signals.
- ☐ Make sure pull stations, detectors and notification devices are visible and unobstructed.
- ☐ Confirm required inspections, testing and maintenance are current.
- ☐ Make sure employees recognize the fire alarm signal and know how to respond.



FIRE EXTINGUISHERS

- ☐ Make sure extinguishers are visible and easily accessible.
- ☐ Check for obvious damage or signs of use.
- ☐ Make sure pins and tamper seals are intact.
- ☐ Check the pressure gauge, when equipped, for an operable range.
- ☐ Confirm required inspections and maintenance are current.



EXITS & EMERGENCY PLANNING

- ☐ Keep hallways, stairwells and exit routes clear.
- ☐ Make sure exit doors are accessible and exit signs are visible.
- ☐ Check emergency lighting for obvious damage or obstructions.
- ☐ Make sure employees know evacuation routes and the designated outdoor meeting location.
- ☐ Review and practice your emergency plan regularly.



EVERYDAY & SEASONAL FIRE HAZARDS

- ☐ Look for damaged electrical cords and overloaded outlets.
- ☐ Keep combustible materials away from heat-producing equipment.
- ☐ Keep storage and clutter away from electrical panels and fire protection equipment.
- ☐ If space heaters are permitted, plug them directly into a wall outlet and keep at least three feet from combustible materials.
- ☐ Turn space heaters off when unattended.



FACILITY CHANGES

- ☐ Consider whether renovations, new walls or occupancy changes affect existing fire protection.
- ☐ Review changes to storage configurations or equipment placement.
- ☐ Contact your fire protection provider before relocating or replacing commercial cooking equipment protected by a kitchen suppression system.



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KNOW WHAT TO DO IN A FIRE

In an emergency, every second counts. Follow your organization's emergency procedures and know these basic steps to help keep yourself and others safe.



SOUND THE ALARM

Activate the building fire alarm when appropriate and alert others to the emergency.



CALL 911

Call emergency services from a safe location. Never assume someone else has already made the call.



EVACUATE SAFELY

Use the nearest safe exit and follow your facility's emergency procedures. Do not use elevators unless directed by your emergency plan.



GET OUT AND STAY OUT

Once you are safely outside, do not re-enter the building to retrieve belongings or attempt to fight the fire. Tell firefighters if someone may still be inside.



GO TO YOUR DESIGNATED MEETING LOCATION

Report to your designated outdoor meeting location and follow your organization's accountability procedures.



SHOULD YOU USE A FIRE EXTINGUISHER?

Only attempt to use an extinguisher on a **small, early-stage fire when it is safe to do so.**

BEFORE YOU ACT, MAKE SURE:

- ☐ The fire is small and contained.
- ☐ You have the appropriate extinguisher.
- ☐ You have a clear escape route behind you.
- ☐ You feel confident using the extinguisher.

REMEMBER PASS

P

Pull the pin

A

Aim low at the
base of the fire

S

Squeeze the
handle

S

Sweep side
to side

If the fire is spreading, producing significant smoke or you are unsure whether it is safe to approach, evacuate immediately. Your safety comes first.



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