

# ***FIRE SAFETY ESSENTIALS FOR YOUR BUSINESS***

*Brought to you by 48 Fire Protection*



# FIRE SAFETY ESSENTIALS FOR YOUR BUSINESS

*Protect Your Business, Employees, and Customers*

Commercial fire safety isn't just about compliance—it's about protecting lives and your livelihood. Whether you operate a restaurant, warehouse, office, or retail space, these essential fire safety measures can prevent tragedy and costly violations.



## **SAFETY CHECKLIST**

### ***FIRE EXTINGUISHERS***

- ☐ Fire extinguishers are within 75 feet of any location in your facility
- ☐ Extinguishers are mounted at proper height (handle 3.5-5 feet from floor)
- ☐ Current annual inspection tags are visible (dated within past 12 months)
- ☐ Pressure gauges show in the green zone
- ☐ Correct extinguisher type for each area (ABC, K for kitchens)
- ☐ Monthly visual inspections are documented
- ☐ All staff know where extinguishers are located

### ***FIRE ALARM SYSTEMS***

- ☐ Smoke detectors are tested monthly
- ☐ Annual inspection completed by licensed professional
- ☐ Fire alarm control panel shows no trouble signals
- ☐ Manual pull stations are accessible and clearly marked
- ☐ Alarm is audible throughout entire facility
- ☐ System is connected to monitoring service (if required)
- ☐ All employees know what to do when alarm sounds

### ***SPRINKLER SYSTEMS***

- ☐ 18-inch clearance maintained below ALL sprinkler heads
- ☐ No storage, decorations, or equipment blocking spray pattern
- ☐ Control valves are locked in OPEN position
- ☐ Quarterly visual inspections completed
- ☐ Annual inspection by licensed contractor is current
- ☐ Sprinkler heads show no damage, paint, or corrosion
- ☐ Staff knows NEVER to hang anything from sprinklers

### ***EMERGENCY LIGHTING & EXIT SIGNS***

- ☐ All exit signs are illuminated 24/7
- ☐ Emergency lights activate when power is cut
- ☐ Monthly 30-second battery tests documented
- ☐ Annual 90-minute battery tests completed

- ❑ Exit routes are clearly marked and lit
- ❑ No exit signs are blocked by decorations or equipment

## ***EXITS & EVACUATION***

- ❑ All exit doors are unlocked from inside during business hours
- ❑ Exit routes are free of boxes, equipment, or obstructions
- ❑ Fire doors close properly and are NOT propped open
- ❑ Exit signage is visible from all locations
- ❑ Evacuation routes are posted in common areas
- ❑ Fire drills are conducted at required frequency
- ❑ All employees know primary and secondary evacuation routes

## ***KITCHEN SAFETY (RESTAURANTS)***

- ❑ Type K fire extinguisher within 30 feet of cooking equipment
- ❑ Hood suppression system inspected semi-annually
- ❑ Kitchen hood and ductwork cleaned regularly
- ❑ Cooking equipment is at least 18 inches from combustibles
- ❑ Manual pull station for suppression system is accessible
- ❑ Staff trained on suppression system operation

## ***GENERAL SAFETY***

- ❑ All employees trained on fire evacuation procedures
- ❑ Written Emergency Action Plan is posted or accessible
- ❑ Fire warden or safety coordinator is assigned
- ❑ Flammable materials stored in approved cabinets
- ❑ Electrical panels have 36 inches of clearance
- ❑ No extension cords used as permanent wiring
- ❑ All fire protection inspection reports kept on file (3-5 years)

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## **VIOLATION ALERT!**

***These Common Mistakes Can Cost You \$16,550+ Per Violation:***

**Blocked Exits** - Boxes or equipment blocking exit doors or routes

**Expired Extinguishers** - Annual inspection overdue or pressure gauge not in green

**Sprinkler Obstructions** - Storage within 18 inches of sprinkler heads

**Propped Fire Doors** - Fire doors wedged or held open

**Missing Exit Signs** - Exit signs not illuminated or not visible

**No Emergency Plan** - Written evacuation plan not completed or posted

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## **KNOW BEFORE A FIRE OCCURS**

### **Emergency Contact Information**

Make sure *ALL* employees know:

- Your business address (for 911 calls)
- Location of fire extinguishers
- Primary and secondary exit routes
- Outdoor assembly point location
- Who to contact after evacuation

## Monthly Fire Safety Tasks

- Visual check of all fire extinguishers (5 minutes)
- Test emergency lighting (push test buttons)
- Check exit routes for obstructions
- Test one fire alarm pull station (rotate monthly)
- Verify 18-inch clearance below sprinklers

## Annual Requirements

- Fire extinguisher professional inspection
- Fire alarm system complete testing
- Sprinkler system inspection and flow test
- Emergency lighting 90-minute battery test
- Fire drill and evacuation practice
- Update Emergency Action Plan

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## INDUSTRY-SPECIFIC TIPS

### RESTAURANTS & FOOD SERVICE

- Kitchen hood system inspected every 6 months
- Type K extinguisher near all cooking equipment
- Staff trained on grease fire procedures
- Hood cleaning schedule based on cooking volume

### WAREHOUSES & DISTRIBUTION

- High-piled storage maintains 18-inch sprinkler clearance
- Aisles kept clear (4-foot minimum width)
- Forklift operators trained on fire safety
- Flammable materials stored in approved locations

### MANUFACTURING

- Hot work permits for welding/cutting operations
- Fire watch during and 30 minutes after hot work
- Combustible dust regularly cleaned
- Emergency shutdown procedures posted

### OFFICES

- Exit routes not used for storage
- Electrical panels accessible

- Space heaters used safely (if permitted)
- Tenant spaces don't block building exits

## **RETAIL**

- Merchandise doesn't block exits or aisles
  - Sprinkler clearance maintained despite seasonal displays
  - Staff trained on customer evacuation
  - Stockrooms organized with fire safety in mind
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## **DOCUMENTATION MATTERS**

### **Keep These Records On File:**

- ✓ Fire extinguisher annual inspection certificates
- ✓ Fire alarm system annual inspection reports
- ✓ Sprinkler system inspection and flow test results
- ✓ Emergency lighting test documentation
- ✓ Fire drill records with dates and participant names
- ✓ Employee fire safety training records
- ✓ Written Emergency Action Plan
- ✓ Monthly inspection logs

### **Why Documentation Protects You:**

- Proves due diligence if accident occurs
  - Required for OSHA and fire marshal inspections
  - May reduce insurance premiums
  - Defends against liability claims
  - Demonstrates commitment to safety
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## **YOUR FIRE SAFETY ACTION PLAN**

### **THIS WEEK:**

1. Walk through your facility with this checklist
2. Check all fire extinguisher inspection tags
3. Measure storage clearance below sprinklers
4. Test emergency lighting (push test buttons)
5. Document any issues found

### **THIS MONTH:**

1. Perform monthly fire safety inspection
2. Schedule any overdue professional inspections
3. Review and update emergency contact information
4. Train any new employees on evacuation procedures
5. Check fire drill schedule - are you current?

## THIS YEAR:

1. Ensure all annual inspections are scheduled
  2. Conduct required fire drills
  3. Update Written Emergency Action Plan
  4. Review and renew fire protection service contracts
  5. Budget for any needed equipment replacements
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## **WHEN IN DOUBT, CALL THE EXPERTS**

### 48Fire Provides:

- ✓ **Free Fire Safety Assessments** - Identify compliance gaps
  - ✓ **Fire Extinguisher Service** - Sales, inspection, recharging
  - ✓ **Fire Alarm Systems** - Installation, testing, monitoring
  - ✓ **Sprinkler Inspection** - Quarterly and annual service
  - ✓ **Emergency Lighting** - Testing, repair, battery replacement
  - ✓ **Employee Training** - Fire extinguisher and evacuation training
  - ✓ **Compliance Consulting** - Navigate OSHA and NFPA requirements
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## **DON'T WAIT FOR A VIOLATION**

Schedule Your Free Fire Safety Assessment Today

48Fire Protection Services

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## **REMEMBER:**

🔥 Fire safety compliance protects more than your business—it protects lives

🕒 You may have less than 3 minutes to evacuate during a fire

✅ Regular inspections and maintenance prevent most violations

📄 Documentation proves your commitment to safety

💰 Prevention costs far less than penalties or fire damage

*This guide provides general fire safety information for educational purposes. Fire codes vary by jurisdiction. Consult with local fire marshal and qualified fire protection professionals for specific requirements applicable to your property.*

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