Commercial Property Management Responsibilities

- Annual fire safety building inspections, including sprinkler systems and fire alarm systems.

Commercial Tenant Responsibilities

- Storage/inventory kept at a proper distance from the ceiling:
  - No sprinkler systems: 2 feet from ceiling.
  - With sprinkler systems: 18 inches from sprinkler head.
- Fire extinguishers displayed openly & easily accessible.
- All fire extinguishers inspected & certified by an state-approved company annually. Extinguisher's yellow tag names the last inspection company. A red tag means non-compliance and extinguisher needs to be replaced.
- Restaurant hood suppression systems inspected & serviced twice a year (same tag system). Employees must understand how the hood suppression systems work.
- Retail stores require clear aisle paths & all exits unlocked (from inside) when open for business.
- Flammable chemicals properly stored, and pressurized containers (helium & CO2) properly secured from falling.

BUSINESS
Fire Safety

Be Prepared

- A Fire Safety Plan identifies actions to be taken during a fire and safety practices & procedures to help prevent a fire.
- All employees should be trained to know how to prevent and respond during a fire.
- All employees should know the location of fire alarms and how to activate them.
- All employees should be able to recognize two ways out of each area they are in.
- Emergency Exit Plans should be posted that show two ways out of each room.
- Employees should assemble at a specified "meeting place" after evacuating a facility to be accounted for.
- Use a fire extinguisher on small fires & only if you have been trained.
- Conduct fire drill annually to ensure employees leave the facility quickly & safely.
- Do not use an elevator during a fire.
- If you see smoke as you escape, try another way out.
- If you have to escape through smoke, crawl low to your exit; the cleanest air is near the floor.
- Test doorknob and door frame with the back of your hand; if warm, try another escape; if cool, open slowly and close door quickly if smoke pours out.

Johns Creek
GEORGIA
be the exception

Fire Department/Fire Marshal's Office
12000 Findley Road, Suite #380
Johns Creek, GA 30022
Phone: 678-474-1641
Email: firemarshal@johnscreekga.gov

JohnsCreekGA.gov

BUSINESS
Fire Safety

In 2014, there were 494,000 structure fires in the U.S., causing 2,860 civilian deaths, 13,425 civilian injuries, and $9.8 billion in property damage. Across the U.S., a fire department responded to a fire every 24 seconds, with one structure fire was reported every 64 seconds.

If a fire occurred in your business, how long could you manage without the being open for business?

BUSINESS
Fire Safety
CHECKLIST

Fire Safety Plan

	YES	NO
Do you have a Fire Safety Plan?	☐	☐
Are all employees familiar with the Fire Safety Plan?	☐	☐
Do all employees know the procedure to follow when smoke or fire has been found?	☐	☐
Do all employees know where the “meeting place” is located when they leave the building?	☐	☐
Do you use a Fire Warden Program for accountability?	☐	☐

General Guidelines

	YES	NO
Are all employees encouraged to keep their areas clean?	☐	☐
Do you designate smoking areas?	☐	☐
Do you designate smoking areas have proper receptacles for discarding cigarettes?	☐	☐
Are waste containers emptied daily?	☐	☐
Are electrical outlets checked regularly to ensure they are not overloaded?	☐	☐
Do you unplug non-essential electrical devices when not in use?	☐	☐
Are extension cords used correctly (temporary use only)?	☐	☐
Do you make sure that extension cords are not plugged into each other?	☐	☐
Are exits, stairways and hallways kept clear and free obstructions?	☐	☐

Storage

	YES	NO
Are combustibles kept a safe distance, at least 3 ft., from heat sources?	☐	☐
Are any hazardous materials properly labeled and stored?	☐	☐
Do you have current MSDS sheets for hazardous materials?	☐	☐
Are all storage items kept from the ceiling at least 18 to 24 inches?	☐	☐

Fire Protection

	YES	NO
Are exit doors clearly marked, lighted & unobstructed?	☐	☐
Do exit doors open from direction of travel without key or special knowledge?	☐	☐
Do all employees know how to use a fire extinguisher?	☐	☐
Are fire extinguishers located every 75 ft. & clearly visible?	☐	☐
Are fire extinguishers mounted at 48 inches from the floor?	☐	☐
Are fire extinguishers inspected every year by a state-recognized company?	☐	☐
Are fire alarms/sprinkler systems properly inspected yearly and all deficiencies corrected? (report should be on-site for inspections at all times and sent to he Fire Marshal’s Office)	☐	☐
Are fire doors kept closed or properly held open with a device tied into fire alarm?	☐	☐
Are heat & smoke detectors checked annually?	☐	☐
Do you inspect & check all emergency lighting devices annually?	☐	☐
Are all combustible items at least 36 inches away from all electrical panels?	☐	☐

NOTE: For every “NO” checked, it indicates where your family’s safety precautions may fall short. Take immediate actions to correct.

To request assistance from the Johns Creek Fire Department in reviewing your home fire safety checklist and home evacuation plan, please all 678-474-1641.

Identify your meeting place location here:
(Adjacent business, parking lot, etc.)

Fire safety is everyone’s job.
Your business depends on it!

HOMETOWN EMERGENCY HEAT JOHNS CREEK FIRE DEPARTMENT ACTION TEAMS

H.E.A.T. (Hometown Emergency Action Teams) is a partnership between the citizens of Johns Creek and the Johns Creek Fire Department.

H.E.A.T. training is customized to meet the unique needs of participants. Training ranges from comprehensive skills for citizen response teams working with Emergency Services to fire extinguisher and CPR training for small businesses.

For more information & to participate, call the Johns CreekFire Marshal at 678-474-1641 or email firemarshal@johnscreekga.gov