

Commercial Property Management Responsibilities

- Annual fire safety building inspections, including sprinkler systems.

Commercial Tenant Responsibilities

- Storage/inventory kept 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 a 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 Checklist



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.

The Johns Creek Fire Marshal's Office strives to protect the lives and property of the community by providing the highest level of customer service in fire & safety prevention education.



Fire Department/Fire Marshal's Office
10205 Medlock Bridge Parkway
Johns Creek, GA 30022

Phone: 678-474-1641
Email: firemarshal@johnscreekga.gov

johnscreekga.gov

BUSINESS

Fire Safety



Protecting Your Business
From Fire



In 2010, there were 482,000 structure fires in the U.S., causing 2,755 civilian deaths, 15,420 civilian injuries, and \$9.7 billion in property damage.

JCFD

Johns Creek Fire Department

BUSINESS

Fire Safety CHECKLIST

Fire Safety Plan

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

General Guidelines

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

Storage

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



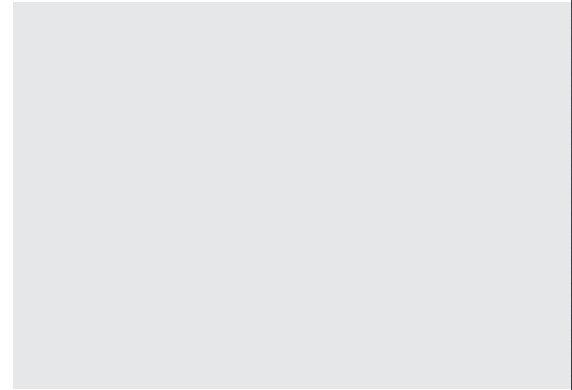
Fire Protection

- Are exit doors clearly marked, lighted & unobstructed? YES NO
- Do exit doors open from direction of travel without key or special knowledge? YES NO
- Do all employees know how to use a fire extinguisher? YES NO
- Are fire extinguishers located every 75 ft. & clearly visible? YES NO
- Are fire extinguishers mounted at 48 inches from the floor? YES NO
- Are fire extinguishers inspected every year by a state-recognized company? YES NO
- 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 the Fire Marshal's Office) YES NO
- Are fire doors kept closed or properly held open with a device tied into fire alarm? YES NO
- Are heat & smoke detectors checked annually? YES NO
- Do you inspect & check all emergency lighting devices annually? YES NO
- Are all combustible items at least 36 inches away from all electrical panels? YES NO

NOTE: For every "NO" checked above, it indicates where the safety precautions for your business may fall short. Take immediate actions to correct.

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

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



JCFD
Johns Creek Fire Department

Fire safety is everyone's job.

Your Business depends on it!

