

Annual Fire Safety Checklist

While fire prevention should be a year-round effort, there are specific things that you should do at least once every year, without fail. Regardless of whether your ministry is a church, school, or camp, take steps to protect your ministry, and the families you serve. Choose one month every year and schedule time to go through each item on this list.

| | Yes | Needs Attention |
|---|--------------------------|--------------------------|
| 1. Have we updated our emergency contact list and given a copy to ministry staff members and our local fire department? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have we updated and distributed copies of our church floor plans to our local fire department? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have we updated our evacuation plans and reviewed with our staff and volunteers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have we updated maps and evacuation routes and posted them visibly in every part of the building? Each location should have at least two possible emergency exit routes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have we updated our property inventory list with any new items or equipment that we've added during the last year? If we've never taken an inventory, create one this month. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do we check all of our emergency lights both inside and outside, and replace burned out bulbs and batteries? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are all entrances/exits clear of obstructions, such as storage items, furniture or landscaping, etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do we keep exterior trash containers away from the building to prevent fire and arson? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do we always ensure that any space heaters are used appropriately, and are at least three feet away from flammable items? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. In storage areas, do we use pallets or shelving units rather than having boxes rest directly on the floor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. In storage areas, are all items at least 18 inches below sprinklers or 24 inches below ceiling height? (Be sure to check with our local fire department as regulations vary.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do we avoid using mechanical or furnace rooms as storage areas? | <input type="checkbox"/> | <input type="checkbox"/> |

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| | Yes | Needs Attention |
|---|--------------------------|--------------------------|
| 13. Are we storing flammable liquids appropriately? Find suitable storage for cleaning supplies, away from a flame source. Do not store items such as gas and paint thinner in the building. Use a locked, separate garage or shed instead. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Do we inspect all cords in the building, and discard any that are loose, dried out, or frayed? Identify where we are using extension cords and outlet splitters. These should only be used on a temporary basis, as long-term use can cause malfunction, overheating, or an overload of the electrical system. Contact an electrician to address an increase in electrical needs in the event of long-term use. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do we make a list of all the smoke detectors and fire extinguishers and their locations in our building, to ensure they are all maintained? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Do we change the batteries in each smoke detector at least once a year? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do we have fire extinguishers serviced by a professional, as appropriate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. If we have a dryer on premises, do we clean underneath and behind the dryer where dust and lint collect? Post a sign to remind users to clean out the lint trap. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Do we hold fire drills so our congregation and staff will know what to do in the event of an actual fire? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do we have a licensed, bonded, qualified contractor inspect and clean our boiler, furnace, heating, ventilating, and cooling system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Have we ever had an electrician inspect our wiring and circuit breaker panel (or fuse panel) to ensure it is adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. If we have a fire alarm system, sprinkler system, or lightening and surge protection, do we ensure that a professional inspects each system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Do we invite our local fire inspector to walk through our building with us? Are we prepared to correct any issues that the fire inspector finds? | <input type="checkbox"/> | <input type="checkbox"/> |

Notes: _____

Completed by: _____ Date: _____

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