

# ***Fire Safety for Micro & Small Businesses***

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## **A Message from The Fire Prevention Division**

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Petrolia Fire Department knows how vital small and micro businesses are, including the "Homepreneur". With this in mind, we offer the following Fire Code and safety checks to assist owners and staff to maintain a fire safe environment.

### **Wherever you are ...**

Guard against fire.

Familiarize yourself with escape routes and exits. Plan ahead for your safety and the safety of those who may need your help, but leave the firefighting and rescue to the Fire Department. An hour of planning may save lives. Make fire drills and checks a regular habit.

### **When fire strikes ... SHOUT!**

#### **Get out! ... And stay out!!**

**Raise the alarm** when you detect fire or smoke to warn the other occupants. Children and older people will need help. Once out, have someone call the fire department. CALL 9-1-1, giving the address and details clearly.

**Never go back** into a burning building for any reason whatsoever. Many lives are lost through the deadly effects of fumes, even from small fires. Never risk a life in an attempt to save personal possessions. Never waste time putting out anything beyond small fires.

**Enforce smoking rules.** If smoking is allowed, designate smoking areas, and be sure staff and clients are aware of the restrictions. Post "NO SMOKING" signs, and provide large, deep, non-tip ashtrays. Dispose of the contents often, wetting them before dumping into metal containers.

## **Electrical Equipment**

**Replace cracked or frayed electrical cords.** Never pinch electrical cords under furniture or run them under carpets across doorways, or any place where they will be stepped on.

Do not plug one extension cord into another or plug more than one extension cord into an outlet. Unplug any electrical equipment that overheats or gives off unusual orders and have it repaired. Have routine electrical inspections by a qualified electrician, and always use CSA/ULC approved products.

## **Heating, Ventilating & Air Conditioners**

Have regular maintenance performed on these types of equipment to ensure they are working properly. This includes solid fuel burning appliances as well, such as wood stoves and fireplaces.

## **Eliminate Clutter**

Keep combustible materials from accumulating in quantities or locations that may constitute a fire hazard. Keep them clear from heat producing devices, even reading lamps, and keep halls, stairways, and especially exits, clear of clutter at all times.

Store flammable liquids, such as gasoline outside your facility in well ventilated but secure areas. Always use approved safety containers, never glass. Always handle flammable liquids with care and follow instructions on containers.

Use gasoline only as a motor fuel, never as a cleaning agent.

## **Install and Maintain Smoke Detectors**

Install smoke detectors on every level of your home or establishment and especially outside sleeping areas, but away from cooking areas.

Test smoke detectors monthly.

Install new batteries at least once a year or when your detector "chirps" to warn you that battery power is low. Be sure to clean your detectors regularly, following manufacturer's instructions.

Replace any smoke detector that is more than 10 years old.

## **Fire Extinguishers**

Keep and maintain a multipurpose (ABC) fire extinguisher on a wall at eye level and near an exit. Train staff members to operate a portable fire extinguisher. Extinguishers can be purchased at hardware stores, department stores, and fire service equipment companies.

## **Maintain Exits**

Keep emergency doors closed, but not locked from the inside. Never wedge them open. Keep exits clear and be sure that EXIT signs are visible at all times.

For more detailed information on these fire safety tips, or to arrange a fire inspection and ask about other Fire Code requirements please contact our Department