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# Workplace Fire Safety

Use these tips and checklist to help ensure you, your business, employees, and customers are fire safe.



## Evacuation – Care Facilities

- Activate the fire alarm system if fire or smoke is noticed.
- All tenants shall start to evacuate the building when the fire alarm sounds per the approved evacuation plan.
- Facility staff shall be responsible for accounting for all tenants.
- Staff shall be responsible for assisting tenants that need help with evacuation.

## Fire Response

- Activate the alarm no matter how small the fire and call 911.
- Head outside quickly, closing, but not locking, doors as you go.
- Use stairwells, not elevators.
- If there is smoke, crawl low underneath it and test doors for heat before you open them.
- If your primary escape route cannot be used, go to your second exit.
- Go to the outside meeting place and have the assigned person notify on-scene firefighters of any persons remaining in the building or unaccounted for.



# **Is your workplace fire safe?**

Items not checked may put you at higher risk for fire.

## **Electrical**

- ☐ Use only surge protectors with circuit protection if additional receptables are needed.
- ☐ Extension cords are not to be used in commercial buildings.
- ☐ Keep all electrical appliances away from anything that can catch fire.
- ☐ Appliances have a seal of approval from independent testing lab and are turned off or unplugged when not in use.

## **Emergency Planning and Practice**

- ☐ There is an emergency plan that covers all fire and life safety systems, a map of the space and evacuation procedures.
- ☐ Employees are trained in what to do in an emergency and conduct regular fire drills.

## **Fire Extinguishers**

- ☐ The fire code requirements for the business type and occupancy are met.

## **Heating**

- ☐ Baseboard heaters are at least 12 inches from combustibles like curtains and furniture.
- ☐ Portable heaters are listed for the use, have tip-over protection, and are at least three feet from any furniture or combustibles; plugged directly into the wall, and turned off when you leave the area or room.

## **Housekeeping**

- ☐ All exits, hallways and stairways are clear.
- ☐ Storage areas are free of wastepaper, empty boxes, and any other fire hazards.
- ☐ If the recycling or garbage receptacles are overflowing, contact the waste removal agency to make a collection.

## **Prevent Arson**

- ☐ Keep a watch out for fire hazards such as dry or overgrown vegetation and outside lights that are out.

## **Smoking Areas**

- ☐ Designate specific smoking areas away from the building and the surfaces in the area shall be non-combustible.
- ☐ Provide non-combustible receptacles for cigarette ends, distinct from waste containers.