



Seattle Fire Department—Fire Prevention Division

Prepare your business and employees to be fire safe!

Workplace Fire Safety

Use these tips and checklist to help ensure yourself, business, employees and customers are fire safe. To learn about fire code information and requirements visit:

www.seattle.gov/fire/fmo/firecode/cams/default.htm.



Alternate Evacuation

- Once traffic has cleared, persons who can not physically use exit stairs should enter the stairwell with two assistants, securely close the door and wait for assistance in the area of refuge, utilizing the two-way communication system.
- Fully sprinklered buildings may not have an area of refuge, but will have a two-way communication system at the elevator landing on each floor.

Fire Response

- Sound the alarm no matter how small the fire.
- 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 can't 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 from fire.

Electrical

- Use as few cord adapters and extension cords as possible, extension cords should have surge protectors.
- Extension cords are not tacked to walls, run under rugs or through doorways.
- 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 on 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. More information is available in the Seattle Fire Code or visit:

www.seattle.gov/fire/fmo/firecode/cams/default.htm.

Heating

- Baseboard heaters are at least 12 inches from combustibles like curtains and furniture.
- Portable heaters 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 waste paper, 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, combustible material pathways and bark chip landscaping.
- Provide non-combustible receptacles for cigarette ends, distinct from waste containers.



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