

# 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. Update your emergency contact list and give a copy to ministry staff members and your local fire department.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Update and distribute copies of your church floor plans to your local fire department.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Update your evacuation plans and review with your staff and volunteers.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Update maps and evacuation routes and post 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. Update your property inventory list with any new items or equipment that you've added over the last year. If you've never taken an inventory, create one this month.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Check all of your emergency lights both inside and outside, and replace burned out bulbs and batteries.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Check all entrances/exits to be sure they aren't blocked by storage items, furniture or landscaping, etc.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Be sure exterior trash containers are kept away from the building to prevent fire and avoid being easy targets for arson.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. 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. Check your storage areas. Be sure to use pallets or shelving units rather than having boxes rest directly on the floor. Items should be at least 18 inches below sprinklers or 24 inches below ceiling height. (Be sure to check with your local fire department as regulations vary.) Do not store anything in your mechanical or furnace rooms. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Be sure to store 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 your building. Use a locked, separate garage or shed instead.  | <input type="checkbox"/> | <input type="checkbox"/> |

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| 12. Inspect all cords in the building; discard any that are loose, dried out, or frayed. Identify where you 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 your 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"/> |
| 13. Make a list of all the smoke detectors and fire extinguishers and their locations in your buiding, to ensure they are all maintained.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Change the batteries in each smoke detector at least once a year.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have fire extinguishers serviced by a professional, as appropriate.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. If you have a dryer on premises, 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"/> |
| 17. Hold a fire drill so your congregation and your staff will know what to do in the event of an actual fire.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have a licensed, bonded, qualified contractor inspect and clean your boiler, furnace, heating, ventilating, and cooling system.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. If you have never done so, have an electrician inspect your wiring and circuit breaker panel (or fuse panel) to ensure it is adequate.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. If you have a fire alarm system, sprinkler system, or lightening and surge protection, ensure that a professional inspects each system.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Invite your local fire inspector to walk through your building with you. Be prepared to correct any issues that the fire inspector finds.   | <input type="checkbox"/> | <input type="checkbox"/> |

Notes: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_