

Commercial Property Management Responsibilities

- Annual fire safety building inspections, including sprinkler systems and fire alarm systems.

Commercial Tenant Responsibilities

- Storage/inventory kept at a proper distance from the ceiling:
 - No sprinkler systems: 2 feet from ceiling.
 - With sprinkler systems: 18 inches from sprinkler head.
- Fire extinguishers displayed openly & easily accessible.
- All fire extinguishers inspected & certified by a state-approved company annually. Extinguisher's yellow tag names the last inspection company. A red tag means non-compliance and extinguisher needs to be replaced.
- Restaurant hood suppression systems inspected & serviced twice a year (same tag system). Employees must understand how the hood suppression systems work.
- Retail stores require clear aisle paths & all exits unlocked (from inside) when open for business.
- Flammable chemicals properly stored, and pressurized containers (helium & CO2) properly secured from falling.



BUSINESS

Fire Safety

Be Prepared

- A Fire Safety Plan identifies actions to be taken during a fire and safety practices & procedures to help prevent a fire.
- All employees should be trained to know how to prevent and respond during a fire.
- All employees should know the location of fire alarms and how to activate them.
- All employees should be able to recognize two ways out of each area they are in.
- Emergency Exit Plans should be posted that show two ways out of each room.
- Employees should assemble at a specified "meeting place" after evacuating a facility to be accounted for.
- Use a fire extinguisher on small fires & only if you have been trained.
- Conduct fire drill annually to ensure employees leave the facility quickly & safely.
- Do not use an elevator during a fire.
- If you see smoke as you escape, try another way out.
- If you have to escape through smoke, crawl low to your exit; the cleanest air is near the floor.
- Test doorknob and door frame with the back of your hand; if warm, try another escape; if cool, open slowly and close door quickly if smoke pours out.



Fire Department/Fire Marshal's Office
11360 Lakefield Drive
Johns Creek, GA 30022
Phone: 678-474-1641
Email: firemarshal@johnscreekga.gov

JohnsCreekGA.gov

BUSINESS

Fire Safety



In 2022, fire departments responded to an estimated 1.5 million fires in the United States. These fires caused 3,790 civilian fire deaths and 13,250 reported civilian fire injuries. The property damage caused by these fires was estimated at \$18 billion. seconds.

If a fire occurred in your business, how long could you manage without the being open for business?

BUSINESS

Fire Safety

CHECKLIST

Fire Safety Plan

- | | YES | NO |
|--|--------------------------|--------------------------|
| Do you have a Fire Safety Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all employees familiar with the Fire Safety Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all employees know the procedure to follow when smoke or fire has been found? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all employees know where the "meeting place" is located when they leave the building? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you use a Fire Warden Program for accountability? | <input type="checkbox"/> | <input type="checkbox"/> |

General Guidelines

- | | YES | NO |
|---|--------------------------|--------------------------|
| Are all employees encouraged to keep their areas clean? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you designate smoking areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you designate smoking areas have proper receptacles for discarding cigarettes? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are waste containers emptied daily? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are electrical outlets checked regularly to ensure they are not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you unplug non-essential electrical devices when not in use? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are extension cords used correctly (temporary use only)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you make sure that extension cords are not plugged into each other? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are exits, stairways and hallways kept clear and free obstructions? | <input type="checkbox"/> | <input type="checkbox"/> |

Storage

- | | YES | NO |
|---|--------------------------|--------------------------|
| Are combustibles kept a safe distance, at least 3 ft., from heat sources? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are any hazardous materials properly labeled and stored? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have current MSDS sheets for hazardous materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all storage items kept from the ceiling at least 18 to 24 inches? | <input type="checkbox"/> | <input type="checkbox"/> |



Fire Protection

- | | YES | NO |
|---|--------------------------|--------------------------|
| Are exit doors clearly marked, lighted & unobstructed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do exit doors open from direction of travel without key or special knowledge? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all employees know how to use a fire extinguisher? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers located every 75 ft. & clearly visible? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers mounted at 48 inches from the floor? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers inspected every year by a state-recognized company? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire alarms/sprinkler systems properly inspected yearly and all deficiencies corrected? (report should be on-site for inspections at all times and sent to the Fire Marshal's Office) | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire doors kept closed or properly held open with a device tied into fire alarm? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are heat & smoke detectors checked annually? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you inspect & check all emergency lighting devices annually? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all combustible items at least 36 inches away from all electrical panels? | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE: For every "NO" checked, it indicates where your family's safety precautions may fall short. Take immediate actions to correct.

To request assistance from the Johns Creek Fire Department in reviewing your home fire safety checklist and home evacuation plan, please call 678-474-1641.

Identify your meeting place location here:
(Adjacent business, parking lot, etc.)

Fire safety is everyone's job.
Your business depends on it!



H.E.A.T. (Hometown Emergency Action Teams) is a partnership between the citizens of Johns Creek and the Johns Creek Fire Department.

H.E.A.T. training is customized to meet the unique needs of participants. Training ranges from comprehensive skills for citizen response teams working with Emergency Services to fire extinguisher and CPR training for small businesses.

For more information & to participate, call the Johns Creek Fire Marshal at 678-474-1641 or email firemarshal@johnscreekga.gov

