



IN THE ZONE: A FIRE SAFETY CHECKLIST FOR YOUR ORGANIZATION

Zone-by-Zone Guidelines to Help Prevent Fire Risks



You provide
essential services
to your community
and welcome many
people into your
organization.

*Our zone-by-zone approach to fire safety will
help you extinguish fire risks and keep your staff
and members safe.*





Auditorium

- + Regularly inspect musical instruments and technology, including lights and audio systems. Be sure all electrical cables are in good condition and connected to appropriately rated outlets.
- + Have electrical systems inspected by a licensed electrician to verify correct installation and proper grounding. Ground fault circuit interrupter (GFCI) protection should be installed for all electrical outlets near the baptistry.
- + Use extension cords on a temporary basis only. Inspect extension cords and do not use any that are damaged or worn or have the ground pin missing. Extension cords should never be nailed down, stapled or run through walls, under rugs or across doorways. If additional electrical services are needed, hire a certified electrical contractor to perform the work.
- + If candles are used for services or events, place them in sturdy holders and keep them out of children's reach and away from drapes, curtains and other flammable materials. Never leave burning candles unattended; extinguish all candles when you leave the room. The safest option — battery-operated candles.

Kitchen

- + If your cooking operations produce grease or grease-laden vapors (think deep-fat frying), install an automatic fire suppression system to protect the cooking equipment, hood and ductwork. This system should meet the Underwriters Laboratory (UL) 300 Standard, be installed in accordance with the National Fire Protection Association Standard 96, and be inspected and serviced every six months by a qualified contractor.
- + Hire a qualified contractor to clean the vent hood, grease-removal devices, fans and ducts every six months — or more frequently if there's heavy grease accumulation.
- + Keep cooking equipment, floors and walls clean and free of grease.
- + Avoid overloading outlets during special events when you need additional appliances, like coffee makers or slow cookers. Bringing in a power strip might seem like an easy solution, but beware — plugging multiple appliances into one power strip can overload circuits and create a severe fire hazard. If your kitchen could use additional outlets, hire a licensed contractor to install them.

Electrical Room

- + Restrict electrical room access to authorized maintenance or operations personnel who understand the importance of maintaining a clean, well-ventilated electrical room.
- + Don't use the electrical room for storage of seasonal items or janitorial/cleaning supplies.
- + Keep combustible materials at least 36 inches away from electrical equipment and panels.
- + Maintain a preventative maintenance program that is completed once every three years by a licensed electrical contractor. This will ensure your electrical system is clean, cool and dry with tight connections.

Encourage everyone in your organization to identify risks and address red flags in all of these zones to maximize fire safety and prevention.

Mechanical Room

- + Keep combustible materials at least 36 inches away from heating equipment. If combustible materials must be stored within the building, relocate these materials to a room without heating or electrical equipment.
- + Take an inventory of flammable and combustible liquids, such as paints and solvents, and remove any containers that are obsolete. Store the

remaining containers in a UL-listed, fire-rated cabinet specifically designed for flammable/combustible liquid storage.

- + Hire a licensed contractor to inspect your heating and air conditioning equipment annually. This will keep your equipment running efficiently and help you avoid costly and inconvenient equipment breakdowns on especially hot or cold days.

Exits

- + Keep hallways and access to exits clear.
- + Ensure all exit signs are visible, in good condition and in proper working order.
- + Test emergency lighting units regularly to confirm that they're properly working.

- + Inspect exit doors to ensure they're in good working order, open outward and are free from obstructions.

Outdoors

- + Keep the property free from trash, leaves, wood and other potentially combustible debris.
- + Store trash containers as far away as possible from the building.
- + Trim shrubs and trees around windows and doors to eliminate potential hiding places for arsonists.
- + Store ladders and tools in a secure area — don't leave them outdoors when you're done using them.

- + If the building's main gas lines or electrical transformers are located in areas like alleys or parking lots where they could be damaged by a vehicle, install concrete posts or restraining bumpers (car stops) to protect them.
- + Only install electrical outlets that are approved for outdoor use and GFCI-protected.

Throughout

- + Develop an emergency evacuation plan. This includes posting building maps with clearly marked evacuation routes and exits in several easy-to-read spots throughout the building. Include a warning to avoid elevators during a fire. Another good idea is to designate specific assembly locations outside the building so you can account for all individuals more easily.
- + Move furniture and fixtures that block walkways, entrances and exits. Confirm all fire escapes provide an easy path outside.
- + Keep fire extinguishers fully charged, properly mounted, easily accessible and regularly serviced.

- + Test smoke and heat detectors according to the manufacturer's instructions to make sure they are working properly.
- + Maintain your fire alarm and sprinkler systems.
- + Make sure any repair or maintenance on the heating, air conditioning or electrical system is completed by a licensed professional. Avoid do-it-yourself jobs performed by volunteers or staff members who may not be qualified.
- + Look for broken or missing covers on electrical junction boxes, light switches and outlets and replace where necessary.

▶ How can we help you and your organization in your mission to make a difference? Call us today to find an agent or get a free, no-pressure quote and insurance proposal. **1.888.218.8561**

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