



# GERMANTOWN FIRE – EMS

75 North Walnut Street, Germantown, Ohio 45327  
Phone (937) 855-7259

## Business Fire Safety

Thank You for operating a business in Germantown, we are proud and pleased to have you! Germantown Fire-EMS wants to work with your business to support your operation, to help you keep a safe environment for employees and customers.

Tips to keep employees and customers safe:

- 1) Make sure that enough fire extinguishers are readily available.



Fire extinguishers are required in all businesses and must be accessible and maintained. Fire extinguishers must be mounted on the wall with the top of the extinguisher no more than five feet off the ground. Extinguishers must be located so that there is no more than 75 feet of travel distance to get one. All fire extinguishers must be serviced or replaced annually.

- 2) Make sure all EXIT doors are clearly marked and free of obstruction. Required exit doors must be marked with an illuminated EXIT sign. Make sure that the 36" path to all required exits is clear and accessible.



- 3) Never store anything near water heaters, furnaces, or any other heating device. Maintain a 36" clearance around all heat producing appliances.
- 4) Do not store anything within 24 inches of the ceiling and never under exposed interior stairwells.
- 5) Electrical panels must be easily accessible and have no obstruction within 36".
- 6) Do not use multi-plug adaptors. Use power strips-but remember the power strip can only be plugged directly into a wall outlet.
- 7) Extension cords can only be used for temporary use on portable appliances.
- 8) Never run extension cords through walls or ceilings.
- 9) Check emergency lights and lighted exit signs to be sure they work. Test by pushing button on the bottom. If the emergency lights come on when button pressed, they work. If the exit light stays lit when button pressed, it works.
- 10) Make sure that all employees know what to do in the event of an emergency. If you need help with this, call us.



# Department of Commerce

Division of State Fire Marshal

John R. Kasich, Governor  
Jacqueline T. Williams, Director

8895 East Main Street  
Reynoldsburg, Ohio 43068  
1-888-726-7731  
TTY/TDD: 1-800-750-0750  
www.com.ohio.gov

BUSINESS FIRE SAFETY CHECKLIST

A fire can devastate a business. How safe is your business from fire? To determine the safety of your business from fire hazards, review these questions with employees. Every "YES" answer indicates a positive fire safety situation. However, every "NO" answer points to a hazard that needs to be corrected.

<u>Fire Safety Plan</u>	YES	NO	<u>Housekeeping</u> (continued)	YES	NO
Has a Fire Safety Plan been established for your facility?	<input type="checkbox"/>	<input type="checkbox"/>	Are electrical outlets checked regularly to ensure that they are not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>
Has your Fire Safety Plan been reviewed in the past year?	<input type="checkbox"/>	<input type="checkbox"/>	Is nonessential electrical equipment turned off at the end of the workday?	<input type="checkbox"/>	<input type="checkbox"/>
Are <u>all</u> employees familiar with the Fire Safety Plan?	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords the correct size (wire gauge, electrical load, length)? (They should be for portable equipment only.)	<input type="checkbox"/>	<input type="checkbox"/>
Do all employees know what to do if they see a fire or smoke?	<input type="checkbox"/>	<input type="checkbox"/>	Are areas in and around the building kept free from accumulated packing materials, paper and other combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a central meeting place outside and is it well-marked?	<input type="checkbox"/>	<input type="checkbox"/>	Are exits, stairways and hallways clutter-free at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an employee accountability system?	<input type="checkbox"/>	<input type="checkbox"/>	Are all spills of flammable or combustible liquids or hazardous materials cleaned up promptly?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who are expected to use fire extinguishers trained annually?	<input type="checkbox"/>	<input type="checkbox"/>			
Is the local fire department acquainted with your facility, its location, and specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>			
			<u>Storage</u>	YES	NO
<u>Housekeeping</u>	YES	NO	Are approved containers used for the storage and handling of flammable and combustible liquids?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff members encouraged to keep their personal workplaces clean?	<input type="checkbox"/>	<input type="checkbox"/>	Are combustibles kept a safe distance from any heat source -- at least 3 feet?	<input type="checkbox"/>	<input type="checkbox"/>
Are heating units checked at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous materials properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Where smoking is permitted is there an adequate supply of non-combustible receptacles for cigarettes that is distinct from containers for waste?	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous materials properly stored and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>
Are waste containers emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	Do you have current MSDS (Material Safety Data Sheets) on site for hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
			When stacking material, is there at least 24 inches between the top of the stack and the ceiling?	<input type="checkbox"/>	<input type="checkbox"/>

## Fire Protection

YES NO

- Are exit doors clearly marked, lit up and free from obstruction?  YES  NO
- Are all exit lights illuminated and visible?  YES  NO
- Are the directions to exits, when not immediately apparent, marked with visible signs?  YES  NO
- Are doors, passageways, or stairways that are neither exits nor access to exits, which could be mistaken for exits, marked "NOT AN EXIT" or other appropriate marking?  YES  NO
- Can exits doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort?  YES  NO
- Where exit doors open directly on to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?  YES  NO
- Are fire extinguishers provided in adequate numbers and types?  YES  NO
- Are extinguishers mounted in readily accessible and identified locations?  YES  NO
- Are fire extinguishers inspected annually by a licensed company?  YES  NO
- If you have a fire alarm system, is it tested at least annually?  YES  NO
- If you have a sprinkler system, is it checked annually?  YES  NO
- Is proper clearance maintained below sprinkler heads (at least 18 inches)?  YES  NO
- Are sprinkler heads protected by metal guards where needed?  YES  NO
- Are the standpipe, valves and fire department sprinkler connections unobstructed and clearly marked?  YES  NO
- Are fire doors kept closed?  YES  NO
- Are room doors kept closed when the rooms are not occupied? (Closed doors can act as a barrier to smoke and fire.)  YES  NO
- Are the battery operated smoke detectors tested monthly?  YES  NO
- Is the battery in the Emergency Lighting tested monthly?  YES  NO
- Is there a marked Meeting Place outside the facility where employees are to assemble?  YES  NO

## **You can survive a fire in your facility if you know what to do**

### BE PREPARED

- Fire safety is everyone's responsibility!
- A Fire Safety Plan will help identify actions to be taken in case of a fire and also identify fire safety practices and procedures to help prevent a fire.
- All employees should be trained so that they know how to prevent and respond to a fire.
- All employees should know how to activate the fire alarm and what it sounds and/or looks like.
- All employees should be able to recognize two ways out of each area that they are in.
- Emergency Exit Plans should be posted that show two ways out of each room.
- Employees should assemble at a marked Meeting Place after evacuating a facility so they can be accounted for.
- Use a fire extinguisher on small fires after the fire department has been notified and only if you have been trained.
- A fire drill should be conducted at least annually to ensure that employees leave the facility quickly and safely.

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

### Escape Tips

- 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 doorknobs and the space between the door and its frame with the back of your hand before opening closed doors. If the door is warm, try another escape route. If it is cool, open it slowly. Be ready to slam the door shut if smoke pours through.
- Do not use an elevator during a fire.
- Never go back into the building - for any reason - until it's safe. If someone is trapped inside, tell the fire department. The fire gasses in the building are toxic and could kill you.

*Get out and stay out: Once you escape a fire, don't go back in for any reason.*

Ohio Department of Commerce  
Division of State Fire Marshal  
8895 East Main Street  
Reynoldsburg, Ohio 43068  
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**Ohio** | Department of Commerce



# GERMANTOWN FIRE – EMS

75 North Walnut St. Germantown, OH 45327

## Business Emergency Contact Form

Name of Business: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Business: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # of Business: \_\_\_\_\_

Business Type: \_\_\_\_\_

Hours of Business Operation: \_\_\_\_\_  
(indicate days & hours open)

### AFTER HOURS EMERGENCY CONTACTS

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Person Submitting Information: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GERMANTOWN FIRE and EMS  
INSPECTION FORM

<b>Business Name</b>	<b>Business Address</b>	<b>Business Phone Number</b>
<b>Occupant Name</b>	<b>Occupant Address</b>	<b>Occupant Phone Number</b>
<b>Building Owner - Building Owner Address - Contact Phone Number</b>		

<b>Access &amp; Premises</b>		Yes	No	N/A
1	Are address numbers for the building clearly visible from the street?			
2	Is there a KNOX box? ( If no has info been given about the knox box? Yes or No )			
3	Is the exterior fire department access unobstructed?			
4	Is combustible vegetation removed so as to not create a fire hazard?			
5	Is there maintained a minimum 3' clearance around fire hydrants?			

<b>Egress (Exit)</b>		Yes	No	N/A
6	Are the exitways and doors easily recognizable, unobstructed, and maintained functional?			
7	If the main exit door is provided with locking hardware as allowed by code, is there a sign on the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors openable from the inside with the use of a key or any special knowledge or effort?			
8	Are the exits and exit enclosures free from storage of combustible materials?			
9	Are doors with self-closing hinges maintained in the closed position (not blocked open)?			

<b>Electrical</b>		Yes	No	N/A
10	Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and electrical hazards?			
11	Are circuit breakers/fuses labeled so as to identify they are protected?			
12	Is the area maintained clear at least 30" in front of electrical panel(s)?			
13	Are extension cords used only for temporary use?			
14	Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?			
15	Are extension cord(s) grounded when serving grounded appliances?			
16	Are extension cord(s) plugged directly into an approved receptacle, power tap and, except for approved multi-plug extension cord(s) serve only 1 portable appliance?			
17	Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord (s)?			
18	If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			

<b>Emergency Lighting/Egress Illuminations</b>		Yes	No	N/A
19	If emergency lighting is provided, is it maintained in operable condition?			
20	Is the means of egress illuminated when the building or structure is occupied?			

<b>Exit Signs</b>		Yes	No	N/A
21	If exit signs are required, are they maintained illuminated or self-luminous?			
22	Does the backup-battery work? (push the test button, the exit sign should illuminate)			

<b>Fire Alarm System</b>		Yes	No	N/A
23	If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			

GERMANTOWN FIRE and EMS  
INSPECTION FORM

<b>Fire Safety &amp; Evacuation Plans</b>		Yes	No	N/A
24	If fire drills are required, are they conducted successfully at varying times and under varying conditions and are the records maintained on the premises?			
25	If required, are Evacuation Plans posted?			
26	If required, do you have Fire Safety Plans?			
<b>Fire Extinguishers</b>				
27	Is there access to fire extinguisher(s) rated at a minimum 2A-10BC?			
28	Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
29	Are all fire extinguishers visible and accessible (not blocked)?			
30	Have the fire extinguisher(s) been serviced/tagged by a fire exting. company within the last 12 months?			
31	Are the fire extinguisher(s) properly mounted? (Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (Maximum 5' high if <40 lbs., maximum 3 1/2' high if >40 lbs. In all cases, minimum 4" above the ground).			
<b>Fire/Smoke Separations</b>				
32	Are the fire/smoke separations (smoke doors, fired doors, walls, etc.) maintained/working conditions?			
<b>Fire Suppression Systems</b>				
33	Is the top of storage maintained a minimum of 8" below head deflectors in fire sprinklered areas?			
34	If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
35	In commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
<b>Heat Producing Appliances</b>				
36	If portable electric heaters are used, are they used safely? Also, are they plugged directly into wall outlets and kept a minimum of 3" away from combustibles? (Open flame unvented heaters are prohibited for use in a commercial occupancy).			
37	Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?			
<b>Housekeeping &amp; Decorations</b>				
38	Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each week?			
39	Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?			
40	Are combustible decorations flame retardant?			
<b>Mechanical Hazards</b>				
41	Is the venting for exhaust products of combustion in tact for gas appliances (ie: water heaters, furnaces)?			
42	Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?			
<b>Smoke Detectors</b>				
43	If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?			
44	Does building have a local smoke detector in working order (if required)?			

GERMANTOWN FIRE and EMS  
INSPECTION FORM

<u>Storage of Combustibles</u>		Yes	No	N/A
45	Is the storage of combustible materials orderly?			
46	Are combustible materials not stored beneath the building or structure?			
47	Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?			
48	Are rubbish containers over 6 1/3 cubic feet (45 gallons) provided with lids and made of noncombustible construction?			
49	Are dumpsters that are 1/4 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?			
<u>Storage of Compressed Gas Cylinders</u>				
50	If you have compressed gas cylinders (such as CO <sub>2</sub> , helium, etc.) are they chained to prevent falling?			
<u>Storage of Combustible and Flammable Liquids</u>				
51	Are quantities in excess of 10 gallons of flammable and combustible liquids use for maintenance purposes and the operation of equipment stored in approved storage cabinets?			
<u>Other items found to be a hazard:</u>				
52				
53				
54				

A "NO" response to any of these questions indicates the presence of a fire code violation. These items should be corrected as soon as possible.

Notes and Remarks


Inspected by:
Date:

Fire Extinguisher sales and service/inspection companies in the Dayton, Ohio area

Megacity Fire Protection 937-879-5000

Koorsen Fire & Security 937-641-0592

Silco 937-426-9717

Craynon Fire Protection 937-395-1453

Cintas 937-476-7166