

EXTERIOR

- △ **Are address numbers for the building or your business clearly visible from the street or driveway?**

All emergency vehicles (fire, police, or ambulance) must be able to find your business. Numbers should be at least 4 inches high, have a contrasting background and be located close to your front door.

- △ **Can emergency vehicles gain access to your business without being obstructed by parked vehicles?**

Are vehicles parked in access roads designated for fire apparatus? Remember, fire apparatus are very large and difficult to maneuver in tight places. Keep fire apparatus lanes clear.

- △ **Are the fire hydrants around your building clear of obstructions?**

Vehicles, landscaping, snow or other obstructions can sometimes mean the difference between a small, easily managed fire, and a total loss. Insure that your fire hydrants have a 3-foot clearance from obstructions.

- △ **Is the trash dumpster for your building at least 5 feet from the building's exterior wall, roof overhang, or any opening such as a window or door?**

If the dumpster is too close and were to catch on fire, it could easily spread to the building.

FIRE EXTINGUISHER INSPECTION PROGRAM

- △ The Hailey Fire Department will perform a **free** visual inspection of fire extinguishers brought in by residents or business owners in Hailey. This 23-point check is performed by our certified inspectors and looks to ensure that the extinguisher is in good working order. If the extinguisher fails this inspection, the department will provide the owner with a list of qualified extinguisher service companies. Otherwise the extinguisher will be revalidated for a 12-month period. Extinguishers may be dropped off at the Hailey Fire Department during regular business hours.

HEATING

- △ **Is the area around the furnace or hot water heaters clear of combustible materials?**

Many fires are caused by combustible materials being stacked or stored too close to these types of appliances. These items can also block proper ventilation to the appliances which can result in dangerously high levels of carbon monoxide being produced. Always maintain several feet of clearance around any fuel fired equipment.

- △ **If you use a portable heater, consider this:**

Is the heater a type of unit that will shut off automatically when tipped over? If you have to use a portable heater indoors, it must be electric. If it won't shut off automatically when tipped over, replace it with one that will. Kerosene or propane heaters are not allowed for use in commercial businesses because of the hazard of Carbon Monoxide poisoning.

- △ **Is your heater plugged directly into a wall outlet?**

Don't use any kind of extension wiring for a portable electric heater. Electric heaters consume large amounts of electricity and can melt an ordinary extension cord.

- △ **When you use your heater, keep it clean and away from combustible materials.**

Electric wall heaters need to have the dust cleaned out of them a few times each year. Combustible materials can ignite very quickly if placed too close, usually when nobody is in the room. Inspect these types of heaters frequently.

- △ **Did you know that the Hailey Fire Department offers fire education programs?**

To help keep the community aware of fire hazards, the Hailey Fire Department provides fire education programs for adults, school children and businesses within the City of Hailey. If you would like to host a fire-safety prevention session involving an organization or children's group, please call the Fire Department at 788-3147.

- △ **Do you or someone you know need a smoke detector?**

The Hailey Fire Department will provide and install, free of charge, a smoke detector or replacement smoke detector battery to our low income citizens.



Neighbors helping
neighbors since 1884

Fire and Life Safety Self-Inspection Checklist

617 Third Ave. South
P.O. Box 1192
Hailey, ID 83333

Phone: 208-788-3147
Fax: 208-788-0279
www.haileycityhall.org
Email: brian.ernst@haileycityhall.org

EXITING

- △ **Are all of your exit doors unlocked whenever you are open for business?**
All doors used as exits must be operable without the use of keys, or special knowledge anytime the building occupied. (This includes employees as well as the public.)
- △ **Is there a clear aisle or passageway to all exit doors?**
The building occupants must be able to get to the exit doors without having to go around displays, or obstructions that are in the way.
- △ **Can you see an exit door or sign indicating their direction, from any point in the building?**
In businesses with an occupant load of more than 10 persons, customers must be able to see an exit from any location within the business. Also, if it looks like an exit, it must operate like an exit.
- △ **Are the exit signs properly maintained?**
Generally speaking, all exit doors are required to have an exit sign posted on it or pointing to it, with 6 inch high lettering. (Main entrances do not need an exit sign, if it is obvious that the entrance is also an exit.) If the business has lighted exit signs, burnt out bulbs must be replaced promptly, and battery backup power supplies checked and maintained.
- △ **If there was a power outage, can you and your employees see well enough to safely exit the building?**
It may be necessary to install emergency lighting that will automatically come on during power outages to illuminate exit paths.
- △ **Are the exits blocked by snow, ice or materials stored outside?**
All doors used as exits must be operable during any time of the year. Special care should be given during winter months to prevent ice and snow build up to help ensure safe exiting.

ELECTRICAL

- △ **Are all of the electrical appliances and their power supply cords in good working condition?**
Frayed power cords, damaged plugs, and worn or poorly maintained electrical equipment can easily start a fire, or present a shock hazard.
- △ **Do you have any extension cords being used every day? Is each power strip plugged into the wall? Are they protected from damage?**
Extension cords cannot be used in lieu of permanent wiring. If you need one for a small, portable appliance, make sure to use a heavy duty, grounded cord and make sure to unplug the cord after each use. If you run out of outlets or want surge protection, power strips are now available with longer cords. Always make sure to protect cords prone to damage with some sort of threshold device (available at most hardware or office supply stores).
- △ **Is there a cover on all electrical switches, outlets and junction boxes?**
Missing covers are a shock hazard, and very inexpensive to correct.
- △ **Is there clear access to the circuit breaker panel, and is each breaker labeled as to what it controls?**
In the event of an electrical emergency, most fires can be prevented by quickly disconnecting the power to the appliance. Being able to quickly get to the breaker box, and disconnecting the correct breaker can be essential in keeping a fire from occurring. This can be accomplished by maintaining a 36" clearance area around all electrical circuit panels.

FIRE EXTINGUISHERS

- △ **Is there a recently serviced portable fire extinguisher mounted in your business?**
A fire extinguisher with a minimal rating of **2A:10B:C** (Approximately 5 lbs. or larger) is required for all businesses. This rating can be found under the U.L. rating label on the extinguisher. All fire extinguishers must be inspected by a qualified technician at least every 12 months. Call our office for more details on servicing.
- △ **Is the extinguisher readily visible and accessible to you and your employees? Do you and your employees know how to use the fire extinguisher?**

- △ Waiting until a fire occurs to learn how to properly use a fire extinguisher is generally not a good plan. The Hailey Fire Department offers a short class where students learn proper extinguisher use, fire behavior and the different types of extinguishers and their applications.

MISCELLANEOUS

- △ **Do you have more than ten gallons of flammable or combustible liquids within your business?**
In most instances, businesses are only allowed to have up to ten gallons of flammable or combustible liquids on site. The less you have, the better. If you don't need them, dispose of them properly or give them away.
- △ **If you have compressed gas cylinders within your business, are they secured so that they cannot fall or be knocked over?**
Many businesses have compressed gas cylinders that will be propelled like a rocket if they tip over and the control valve breaks off. (Propane cylinders should always be kept outside!)
- △ **Do you know how to turn off the utilities in an emergency?**
If there was a gas leak, electrical fire or water leak, would you know how to turn off the supply in a hurry? Identify the locations of these shut-off valves and label them so they can be easily found by others. The Hailey Fire Department can provide training for your or your staff.
- △ **Is storage orderly and kept at least two feet from the ceiling in your storage area?**
While it may be difficult, storage should be kept away from light fixtures, fire sprinkler heads and air vents.
- △ **Do you have any hazardous household cleaning materials that need to be disposed of? Or that might need to be reported?** Many hazardous household items can be recycled and/or disposed of at no cost. Refer to the enclosed brochure on household hazardous wastes to determine if you may have any items that could potentially be hazardous and what to do. For more information, contact Southern Idaho Solid Waste at (208) 432-9082.