

# **Catholic Mutual . . . "CARES"**

## FIRE PREVENTION

### *FIRE PROTECTION SAFETY SURVEY*

#### Emergency Plan

	<u>Yes</u>	<u>No</u>
Do you have an emergency plan?	—	—
Is this emergency plan written and posted?	—	—
Are all individuals familiar with this emergency plan?	—	—
Does every individual know his or her responsibility in the event of a fire emergency?	—	—
Does every individual know how to sound the fire alarm?	—	—
Does the emergency plan include escape routes?	—	—
Has this emergency plan been practiced through the use of a fire drill?	—	—
Are these fire drills conducted on a random and periodic basis?	—	—
Are emergency phone numbers posted and are all individuals familiar with these phone numbers?	—	—
Does everyone know to give their complete name, street, town, and other pertinent information when turning in the fire alarm?	—	—
Does everyone know to shut doors as they leave the building to stop the spread of smoke and fire?	—	—
Does everyone know not to go back to the burning structure after they have left the building?	—	—
Has a method been devised to determine if all individuals have been safely evacuated from the building?	—	—

	<u>Yes</u>	<u>No</u>
<b>Alarm Systems</b>		
Is the building equipped with an alarm system?	___	___
Does this alarm sound directly to the Fire Department?	___	___
Is the local Fire Department well acquainted with your facility, its location, and any specific hazard?	___	___
Is the fire alarm system tested on at least a monthly basis to make sure that it is fully operational?	___	___
Are there smoke detectors installed in the building?	___	___
Are these smoke detectors placed properly; being installed on habitable floors; and are they maintained regularly following the recommendations from the manufacturer?	___	___
When the alarm is sounded, can it be heard in all parts of the facility?	___	___
Are all fire alarm stations clearly marked and easily accessible?	___	___
<b>Fire Extinguishers</b>		
Are fire extinguishers clearly marked and easily accessible?	___	___
Are portable fire extinguishers provided in adequate number and the proper type?	___	___
Are fire extinguishers recharged regularly and inspected on a monthly basis?	___	___
Are employees periodically instructed in the use of extinguishers and other fire protection procedures?	___	___
Are fire extinguishers properly mounted? (Should be placed approximately 3'- to 5' off the ground.)	___	___

## Sprinkler Systems

	<u>Yes</u>	<u>No</u>
Are the automatic sprinkler system water control valves as well as air and water pressures checked on a weekly basis?	___	___
Is the maintenance of the automatic sprinkler system assigned to a responsible person or to a sprinkler contractor?	___	___
Are sprinkler heads protected by metal guards?	___	___
Is proper clearance maintained below the sprinkler heads?	___	___
Is the sprinkler automatic alarm system tested on a monthly basis?	___	___
Are all the sprinkler valves easily accessible and are they locked in an open position?	___	___

## Fire Doors and Shutters

Are fire doors and shutters in good operating condition?	___	___
Are fire doors and shutters unobstructed and protected against obstructions including their counterweights?	___	___
Are the fire doors and shutter fusible links in place?	___	___
Are the fire doors kept closed when possible and does each fire door operate in a satisfactory manner?	___	___
Are fire doors checked on a monthly basis to ensure that they are in good operational order?	___	___

Facility Surveyed : \_\_\_\_\_

Date of Survey: \_\_\_\_\_