



# Conserve 0 Gram

September 2005

Number 2/23

## Fire Safety 101: A Fire Safety Self-Inspection Checklist

### Introduction

Structural fires can occur at any time. They don't just happen to the "other guy." The best way to ensure that NPS facilities are "fire safe" is through prevention and education. This includes inspections and education of employees, partners, and the public.

Director's Order #58: Structural Fire Management (DO #58) and its implementation manual, Reference Manual #58 (RM-58), require your park's Structural Fire Coordinator to schedule annual fire inspections in all NPS and concessions facilities. This is a **minimum** requirement. But a lot can happen in a year. Don't let an unsafe situation go until the next annual inspection. Conduct your own self-assessments in the interim.

The NPS Structural Fire Program has developed a Self-Inspection Checklist to help you. Use the Checklist to conduct your own fire inspections in-between your annual inspections.

**Note:** The Self-Inspection Checklist *doesn't* replace the required annual fire inspections scheduled by your park's Structural Fire Coordinator. It is a **supplement** to the annual inspection.

### Fire Safety Self-Inspection Checklist

Use the following checklist as a reminder during inspections. List items requiring corrective action on a Notice of Fire Hazard form.

X Satisfactory

0 Correction required / Not applicable

#### Life Safety

- Ability to use exit doors is not hampered by security measures during occupancy.
- Stairwell and hallway fire doors are kept in the closed position.
- Stairwells and evacuation routes are free and clear of obstructions.
- Fire escape stairs appear to be in good condition.

- Emergency lighting units operate when tested.
- Exterior emergency exit routes are clear and free from snow and ice.
- Illuminated exit signs are all lit, not blocked, and can be easily seen.

**Fire Protection Equipment**

- Portable fire extinguishers are in their proper location and fully charged and tagged.
- A space of at least 18 inches (457 mm) is kept between sprinklers and materials.
- Fire hose cabinets are in good order, easily visible, and accessible.
- Staff training is conducted regularly and documented.
- Fire detectors are free from obstructions.
- Sprinkler control valves are open and locked/secured, and dry pipe systems register at normal air pressures.
- Sprinkler tanks, piping, and supports appear in good condition.
- Alarm systems function and are tested per *NFPA 72*.
- Lightning arrestors appear to be in good condition.

**Housekeeping and Storage**

- Rubbish is not left to accumulate in excessive quantities; trash receptacles are emptied regularly.
- Storage areas are kept clean and orderly; cleaning materials are safely stored.
- Combustible materials are not kept in unprotected areas, such as a crawl space.
- Roof scuppers and drains are unobstructed; roof covering is in good condition.
- Aisles are unobstructed.

**Hazardous Liquids**

- Emergency measures are posted in case of accidental spills.
- Flammable/combustible liquids are kept in approved safety containers.
- Flammable/combustible liquids are stored in an approved cabinet.
- Safety storage cabinet vents are clear of obstructions.
- Soiled rags are kept in an approved self-closing waste container.
- Portable fire extinguishers are in their place and of the proper type.

**Exhibits/Collections/Book Stacks**

- Exhibits and collections are not overcrowded.
- Exhibit case lights do not show signs of overheating.
- Exhibits are not blocking exit routes and/or access to fire protection equipment.
- Extension cords are not used.
- All vertical/horizontal openings in fire barriers are fire-stopped.
- Salvage equipment and materials are provided and accessible.
- The fire department is familiar with and has access to these areas.
- Smoking regulations are enforced with employees and visitors.
- Temporary wiring conforms to the *National Electrical Code*<sup>®</sup>.

**Auditoriums and Classrooms**

- Safe capacity is posted and enforced.
- Standing and sitting in aisles is prohibited.
- Smoking regulations are enforced.

**Restaurants and Eating Areas**

- Safe capacity is posted and enforced.
- Aisles and exit routes are unobstructed and illuminated.
- Ranges, hoods, and exhaust ducts are clean.

**Shops/Laboratories/Packing Areas**

- Laboratory wastes are disposed of daily, with the use of appropriate precautions.
- Electrical equipment in areas near where flammable liquids are in use is explosion proof.
- Electrical appliances have warning lights and are unplugged when not in use.
- Employees are aware of special hazards and trained in any special precautions necessary.
- Entry is limited to authorized persons.
- Woodworking equipment dust collectors are functioning adequately, and collector bins are emptied regularly.
- Power tools are unplugged when not in use.

**Exterior and Environment**

- All exits, emergency exits, and fire escapes afford unobstructed passage to a safe area.
- Grounds surrounding the facility are clear of accumulations of combustible material and brush.
- Fire service access is maintained clear.
- Fire hydrants and sprinkler system and Fire Department Connections (FDC) are visible, accessible, and operable.

**Personnel/Training**

- All staff members know emergency contact numbers and know how to transmit a fire alarm.
- All NPS employees have received training and are aware of their assigned duties.

All staff members have received training in the use of portable extinguishers.

**Building Changes Since the Last Inspection**

Do not interfere with fire detection and/or fire suppression systems.

Do not contribute unreasonable fire loading.

Do not create vertical and horizontal openings in fire-rated walls and ceilings.

Items requiring action have been noted on a Notice of Hazard form (see Figure 1., below).

Area inspected: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

***Contacts***

For additional information, contact:

- Park Structural Fire Coordinator
  
- Regional Structural Fire Management Officer (SFMO)
  
- NPS Structural Fire Program  
3833 S. Development Avenue  
Boise, ID 83705  
(208) 387-5203
  
- Local Fire Department

Harold L. Spencer  
Structural Fire Training & Education Specialist  
NPS Structural Fire Program  
3833 S. Development Avenue  
Boise, ID 83705  
(208) 387-5245  
harold\_spencer@nps.gov

**NOTICE OF FIRE HAZARD**

DATE REPORTED: \_\_\_\_\_ HAZARD CONTROL NO. \_\_\_\_\_

AREA WHERE HAZARD WAS NOTICED: \_\_\_\_\_

THE FOLLOWING HAZARD WAS NOTICED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE POTENTIAL RISK IS AS FOLLOWS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THE FOLLOWING ACTION IS RECOMMENDED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reported to: \_\_\_\_\_ Reported by: \_\_\_\_\_

(print name) (print name)

*Figure 1. Form for reporting a fire hazard requiring corrective action.*

---

The *Conserve O Gram* series is published as a reference on collections management and curatorial issues. Mention of a product, a manufacturer, or a supplier by name in this publication does not constitute an endorsement of that product or supplier by the National Park Service. Sources named are not all inclusive. It is suggested that readers also seek alternative product and vendor information in order to assess the full range of available supplies and equipment.

The series is distributed to all NPS units and is available to non-NPS institutions and interested individuals online at <[http://www.cr.nps.gov/museum/publications/conserveogram/cons\\_toc.html](http://www.cr.nps.gov/museum/publications/conserveogram/cons_toc.html)>. For further information and guidance concerning any of the topics or procedures addressed in the series, contact the NPS Museum Management Program, 1849 C Street NW (2265), Washington, DC 20240; (202) 354-2000.