

Fire Checklist



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This checklist is intended to be used in conjunction with the All Hazards Checklist in Appendix 1.

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
If smoke alarms are not already in place, install them in accordance with local codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum cobwebs and dust from your smoke alarms monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the test button to test smoke alarms once a month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If battery-powered smoke alarms are installed, replace batteries at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace smoke alarms every 10 years. Smoke alarms become less sensitive over time. This is a joint recommendation by the National Fire Protection Association and the U.S. Consumer Products Safety Commission .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install fire extinguishers throughout the church buildings, high on the wall, near an exit and away from heat sources. Extinguishers should be easily accessible to adults trained to use them, and kept away from children's curious hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Require individuals working in the church buildings to get training (fire department offers this training) on how to use fire extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect fire extinguisher annually to ensure they are properly charged and use the gauge or test button to check proper pressure. If the unit is not properly charged. Is low on pressure, damaged, or corroded, replace it or have it professionally serviced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store escape ladders for the second or third floors near windows to provide secondary escape routes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider installing an automatic fire sprinkler system in the church buildings. Calculate the built-in reliability, responsiveness, and decreased potential damage that automatic fire sprinklers offer to determine whether the investment is worth the expense.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure burglar bars and locks that block outside window entry are easy to open from the inside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate a safe outside meeting place for everyone to meet after escaping from a fire that is a safe distance from heat, smoke, and flames and annotate this meeting place on all posted evacuation plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Conduct a fire drill at least twice a year for all church buildings. Do not be afraid to hold these drills during worship services so all congregation members understand the evacuation procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 2 – IMPACT	Not Started	In Progress	Complete
Try to put out small fires with a fire extinguisher, but if the fire does not immediately die down, drop the extinguisher and get out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get out as quickly and as safely as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once individuals have evacuated a burning building, do not let them return for any reason.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After evacuating a burning building, call 911 to report the fire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3 – IMMEDIATE RESPONSE	Not Started	In Progress	Complete
Give first aid where needed. Cool and cover burns to reduce the chance of further injury or infection. Seriously injured or burned victims should be transported to professional medical help immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stay out of fire-damaged buildings until local fire authorities say it is safe to re-enter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After the buildings have been cleared for entry by the fire department, look for structural damage, check all wiring and utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take pictures of the damage, both to the church buildings and their contents, for insurance claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discard food that has been exposed to heat, smoke, or soot. The high temperatures of fire and its by-products can make food unsafe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the church's insurance agent concerning filing a claim for damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 4 – RELIEF	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 5 – RECOVERY	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>