

**CITY OF COSTA MESA  
FIRE DEPARTMENT**

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Fire Prevention

327-7400

Fire Administration

754-5106

CITY OF COSTA MESA AT  
[WWW.CI.COSTA-MESA.CA.US](http://WWW.CI.COSTA-MESA.CA.US)

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- Think Fire Safety Everyday!
- Change the Clock, Change the Battery – Spring & Fall
- The National Fire Protection Association at [www.nfpa.org](http://www.nfpa.org)
- Home Safety Council [www.homesafetycouncil.org](http://www.homesafetycouncil.org)



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Costa Mesa  
Fire Department  
2007

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**CITY OF COSTA MESA  
FIRE DEPARTMENT**

FIRE SAFETY  
FOR BUSINESSES

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# THE BASICS

Fire safety is important in business. The best time to think about fire safety is before a fire starts. Be sure to find out the location of fire escape routes and how to activate the fire alarm. Take part in practice fire drills on a regular basis. Become familiar with stairway exits: Elevators may not function during a fire, or may expose passengers to heat, gas, and smoke. *Periodic fire inspections and fire drills can help prevent serious injuries.*

## **Addressing**

Address numbers should be large enough to be visible from the street, and the color of the numerals should contrast with the building color. City codes may have a specific size lettering requirement. This is very helpful in the event of an emergency.

## **Building Fire Exits**

Do not allow occupant load to exceed the capacity of the room.

Fire exits must not be locked or blocked when employees or public are within the building.

Exit paths must be lighted whenever the building is occupied. Exit and directional signs must be clearly visible

Do not use elevators during a fire or a fire drill.

## **Portable Fire Extinguishers**

Each building or floor must have the proper type of fire extinguisher or standpipe for the fire hazards present.

Proper maintenance is required.

If employees are expected to use fire extinguishers on small (incipient) fires, they must receive annual education on the general principles of fire extinguisher use and the hazards involved.

If the employer wishes to evacuate employees, instead of having them fight small fires, there must be a written emergency action plan, and a fire prevention plan.

## **Emergency Evacuation Planning**

Fire Alarm Procedures and Emergency Action Plans are required to describe the routes to use and procedures to be followed by employees.

Where needed, special procedures for helping physically impaired employees should be addressed in the plan.

The preferred means of alerting employees to a fire emergency must be part of the plan. The alarm system may be voice communication or sound signals such as bells, whistles, or horns.

Training is required; so all employees know what to do in an emergency.

## **Fire Prevention Plan**

Employers may need to implement a written fire prevention plan that includes:

Potential fire hazards on the job site, proper handling and storage procedures, and potential ignition sources (such as smoking, welding, and others)

Fire Control Procedures and the type of fire protection equipment or systems to be used

Housekeeping procedures to control the accumulation of flammables, combustible materials, and hazardous waste

Training of employees

Maintenance of fire control equipment and systems

## **Business Records and Insurance**

Many businesses are unable to re-open if their records are destroyed in a fire. Business managers should periodically back-up all records and store them in a fireproof safe.

A periodic insurance check-up is a good idea to make sure that your coverage meets the current needs of your business.

A unique way to protect property is to videotape specialized equipment (computers, artwork or other important high-value/cost replacement items). Store a copy with other important documents.