

Sample fire prevention plan for small businesses

Keep this written plan at the facility and make it available for your employees to review. (If your facility has 10 or fewer employees you do not need to keep a written plan. However, you must tell your employees about the information in the plan.)

Fire hazards at this facility

Listed below are the fire hazards and potential ignition sources at this facility, handling, storage, and control procedures, and the equipment for controlling them:

<i>Fire hazards and ignition sources</i>	<i>Handling, storage, and control procedure</i>	<i>Fire protection equipment</i>

People responsible for using and maintaining fire prevention and control equipment:

People who will use and maintain fire prevention and control equipment (including fire extinguishers) at this facility are:

Fuel source hazards and people responsible for controlling them

Below are the fuel source hazards at this facility and the people responsible for controlling them.

<i>Fuel source hazard</i>	<i>People responsible for control</i>

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Housekeeping procedures and control of combustible waste materials

The housekeeping procedures for this facility will follow are:

The person who will ensure that accumulations of flammable and combustible waste materials are controlled is: _____

Training

The person who will train all employees about the fire hazards at this facility is _____ . This person will review with each new employee the parts of the fire prevention plan which the employee must know during an emergency.

Maintenance of heat-producing equipment

The person who will maintain heat-producing equipment to ensure that it does not ignite combustible materials is _____. The maintenance procedures for controlling and preventing fires at this facility are:

Emergency escape and evacuation routes

Use the space below to show the emergency escape and evacuation routes at this facility.