

## OUTSIDE:

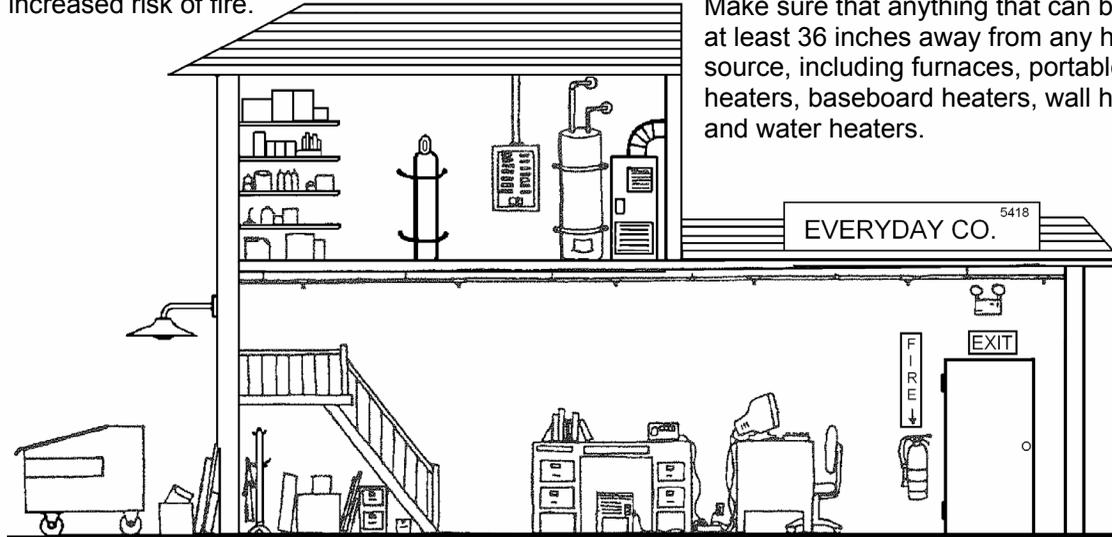
- Is your address clearly posted?** In an emergency, seconds count. Can your address numbers (and suite numbers, if applicable) be seen clearly from the street? Numbers need to be at least 4 inches in height and contrast with their background. They also need to be visible day or night – consider reflective numbers or outside lighting.
- Are fire lanes & hydrants clear and accessible?** Ensure that parked vehicles, dumpsters, and stored items are not obstructing access to your property. Quick and unobstructed access is also required for fire hydrants, fire sprinkler control valves, and fire department connections to sprinkler systems. Keep three feet of clearance around all fire hydrants and fire department appliances.
- Are dumpsters and recycle bins located away from the building?** These need to be at least 5 feet away from combustible walls, roof overhangs, doors and windows. If the dumpster catches fire and it is too close to the building, the fire can easily spread to the inside of the structure.
- Are exterior portions of exits clear and unobstructed?** An exit doesn't stop at the door – the exit corridor continues out to the public way. Check the outside portions of your exits to make sure they are not blocked or made impassable by storage or landscaping.

## INTERIOR:

- Are compressed gas cylinders (even the small ones for balloons or BBQ's) secured to keep them from falling over?** If a cylinder tips over and cracks, it can become a torpedo!
- Access Keys in Knox Box** If you have changed the locks for your occupancy, make sure an extra key is provided to the Fire Dept. to be placed in the Knox Box on the exterior of your building.

## KEEP THIS POSTED IN A CONSPICUOUS PLACE

- Is the area in front of the electrical panel clear?** There needs to be a clear space at least 30 inches wide and from the floor to 78 inches high in front of all electrical panels. Also, this is a good time to make sure all circuit breakers or fuses are clearly labeled in the event the power needs to be shut off to a certain area or appliance.
- Is your electrical wiring covered?** Check your wall outlets, switches, and junction boxes to ensure that switch and cover plates are in place. Keep the cover to your electrical panels closed, too. Missing or open covers are a common safety hazard and may lead to electrical shock and an increased risk of fire.
- Are your electrical appliances and cords in good condition?** Check appliances and equipment to make sure they are in good working order with no discoloration or warm spots that may be a sign of overheating. Check electrical cords for any signs of wear or fraying. Replace damaged cords – electrical tape is not a substitute for insulation around wiring.
- Are you keeping what's hot away from what's not?** Make sure that anything that can burn is at least 36 inches away from any heat source, including furnaces, portable heaters, baseboard heaters, wall heaters, and water heaters.



- Are equipment and appliances plugged directly into a wall outlet?** Extension cords, regardless of how "heavy-duty" they are, are still designed to be used on a temporary basis and may not be used in place of permanent wiring. If you need a longer cord, a surge protector that contains an internal circuit breaker may be used, provided it is not used to power large appliances or other equipment that draws a large electrical load. Always follow the manufacturer's directions for powering equipment and appliances.
- Do you have a portable fire extinguisher?** Fire extinguishers can be very effective when used properly on a small fire. The minimum size for a fire extinguisher in a business is 2A:10BC. The extinguisher must be mounted on a wall or other fixed object (such as a post) and readily visible. All employees must know where extinguishers are located and how to use them. The Oswego Fire Department offers free fire extinguisher training, call (630) 906-6373 to schedule a class.
- What are you storing, and where?** If you have flammable or combustible liquids on site, store them in original or approved containers and check to see that they are clearly labeled. If there are more than 10 gallons stored in the building, an approved storage cabinet may be required. Check your storage location – storage is prohibited under exit stairways and in exit aisles.
- Are all exits clear, visible, unlocked, and unobstructed?** Exits shall not be locked, chained, latched, or secured in a way that prevents exiting at any time that the building is occupied. You are allowed to secure the building to prevent entry, but not exit. Exit signs need to be illuminated and easily visible from within the building. Check hallways, aisles, and corridors to make sure building occupants can get to the exit doors quickly, safely, and free of any trip hazards or obstructions.
- Does your emergency lighting work?** Emergency lighting is designed to light the way in the event of a power failure. If you have emergency lighting in your business, it should be equipped with a test button – test monthly for proper operation. If you do not have emergency lighting, have a working flashlight available.
- Are you using portable heaters?** Check your heater to ensure it is safe for indoor use – fueled appliances, such as kerosene, create carbon monoxide and can be deadly when used indoors. Also, check to see if your heater shuts off automatically when tipped over. If not, replace it with one that has a tip-over switch.