



AlertMedia Fire Safety Checklist

This list is designed to help organizations prepare both before a workplace fire and following an incident. While these items do capture main areas of concern, businesses will have unique needs to take into consideration.

Pre-Fire	✓
Equipment & Tools	
Fire safety equipment is inspected and up-to-date (extinguishers, smoke alarms, sprinkler heads)	
Company data is backed up both on premises, off premises, and in the cloud	
You've invested in a reliable emergency communication system to message your people before, during, and after a fire or emergency situation	
Facility	
Fire exits are clearly marked, illuminated, and accessible	
A safe meeting place has been established for staff	
Walkways are clear (per building code requirements)	
Evacuation plan has been posted in a location visible to all employees	
Personnel & Training	
Fire Safety Team roles and responsibilities have been assigned	
Staff is properly trained on all aspects of the evacuation plan	
Staff is properly trained on the use of all fire safety equipment, location of extinguishers, and where fire exit routes are located	
Staff is aware of workplace do's and don'ts during a fire	
Planning	
A thorough fire safety evacuation plan is built	
Fire drill plan is ready: schedule, evacuation route, roles, and safe meeting location	
Leadership has conducted a thorough audit of the facility for fire risks: exposed wiring, faulty kitchen appliances, loose papers, properly stored and labelled flammables/hazardous materials, and cluttered areas where fire exit routes are located	
Protocol is in place for post-fire messaging, status checks, and alternate working locations	

Post-Fire	
✓	
Communication	
Safety wellness checks have been sent out to all employees immediately following fire incident	
Incident has been communicated externally: customers, partners, investors, community	
Fire debrief conducted to assess cause of fire, company-wide response to fire, and what could have been done differently	
Instructions have been sent regarding office closure/reopening and alternate working sites	
Employees have been educated on cause of fire and how to avoid fire risks in the future	
Resources for impacted employees (psychological/financial) have been communicated	
Assessment	
Walkthrough conducted (once safe) to assess fire/water damage to structure, equipment, devices, and additional assets	
Photos and video have been taken and written documentation made for potential insurance claims	
Learning	
Plans to better fireproof the workspace have been made	
Fire drill procedure has been modified based on post-fire findings	

If any of these items are left unchecked, you could be putting lives in danger. Revisit any areas you feel are weak or could use more attention. Better safe than sorry is never more applicable than when your employees and business are at risk.

AlertMedia is the leader in emergency communication software.

With two-way messaging across any device and an intuitive user interface, you can keep your people safe, informed, and connected throughout the duration of a dangerous workplace fire.

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