



EAST HANOVER FIRE DEPARTMENT

FIRE PREVENTION

MONTH

OCTOBER 2026



WORKPLACE FIRE SAFETY CHECKLIST

Review your workplace with your team. Mark Yes or No. Correct hazards and report concerns to your supervisor or building manager.

EXITS & FIRE DOORS

	YES	NO
Are aisles, stairs and exit routes clear of storage and clutter?	☐	☐
Can occupants open exit doors from inside without keys or special knowledge?	☐	☐
Are exit signs and emergency lighting working?	☐	☐
Are fire doors kept closed unless held open by an approved automatic device?	☐	☐

EVACUATION PLAN

	YES	NO
Do employees know the alarm signal and evacuation procedures?	☐	☐
Does everyone know the available exits and alternate routes?	☐	☐
Is an outside meeting place established with a way to account for everyone?	☐	☐
Does the plan include visitors and people who need assistance?	☐	☐

ELECTRICAL & CHARGING

	YES	NO
Are electrical cords, plugs and outlets free from damage?	☐	☐
Are outlets and power strips used without overloading or linking strips together?	☐	☐
Are extension cords used only temporarily and kept out of walkways?	☐	☐
Are devices charged with approved chargers away from items that can burn?	☐	☐

HOUSEKEEPING & STORAGE

	YES	NO
Are waste and items that can burn kept away from heat sources?	☐	☐
Are flammable products stored and handled according to their labels?	☐	☐
Are electrical panels and fire protection equipment accessible?	☐	☐
Are sprinkler heads clear of storage, decorations and hanging items?	☐	☐

FIRE PROTECTION

	YES	NO
Are fire extinguishers visible, accessible and properly maintained?	☐	☐
Are alarm systems and sprinklers inspected and serviced as required?	☐	☐
Do workers know how to report a fire and activate the alarm?	☐	☐
Is extinguisher use limited to trained people authorized by the workplace plan?	☐	☐

TRAINING & REPORTING

	YES	NO
Have employees reviewed the emergency plan and practiced evacuation?	☐	☐
Do new staff receive fire safety instructions?	☐	☐
Are damaged equipment and blocked exits reported promptly?	☐	☐
Does everyone know to stay outside until responders authorize reentry?	☐	☐

FIRE EMERGENCY: Evacuate. Stay out. Call 911 from safety.

Follow your workplace emergency plan. Report hazards and arrange corrective action.

Safety resources: OSHA Fire Safety | [osha.gov/fire-safety](https://www.osha.gov/fire-safety) | U.S. Fire Administration