



## FACT SHEET

### No. 44 – Small Business Fire Safety

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#### FACT

Small businesses need to have plans and procedures to prevent fires and to help their business recover should an unforeseen emergency occur.

#### IS YOUR BUSINESS SAFE?

The fire services recommend this checklist to assist your small business in preventing damage that could be caused by fire:

- Avoid storing or stockpiling flammable materials such as packaging materials or waste where they could be accessed by the public, including areas immediately outside your business premises.
- Make sure all machinery is serviced as recommended by manufacturers and is kept clean. If possible, switch machinery off when the business is unattended.
- Secure all doors, windows or other access points when the business is unattended, and make sure your business has adequate lighting to deter trespassers.
- Ensure your business has an adequately serviced and functional fire alarm system that is suitable to your small business eg: Remote serviced alarm systems, sprinkler systems, thermal or smoke alarms etc.
- If your business stores dangerous goods, ensure their storage and use adheres to legislative requirements.
- Make sure your business has a written and practised fire escape plan that includes full staff lists and designated meeting points.

#### DAMAGE REDUCTION AND DISASTER RECOVERY CHECKLIST

The fire services recommend this checklist to assist your small business to reduce damage caused from fire and to assist in a speedy business recovery:

- Ensure that all of your staff has sufficient training in what they should do if your small business is exposed to an unexpected fire.
- Depending on your business this will mean at least knowing your evacuation point and the need to dial Triple Zero (000).
- Make sure you know what information is important for your business continuity. This should include having contingency plans to protect and/or restore all important information (hard copy & IT) like supplier and client lists, business contracts and insurance details.
- Consider having an off site secure location to store important information in your contingency plan.

#### FIRE SAFETY TIPS

- Remember that smoke from a fire will make you confused and that you cannot see in smoke.
- Always ensure your business has sufficient fire insurance.
- If you feel your staff require training contact ComSafe Training Services on 1800 SURVIVE (78 78 48).



For more information contact your local fire station or visit:  
[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au) or [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) or [www.esa.act.gov.au](http://www.esa.act.gov.au)

**IN AN EMERGENCY CALL TRIPLE ZERO (000)**

**PREVENT PREPARE PROTECT**

