



# City of Bellbrook Fire Department

35 N. West St. Bellbrook, Ohio 45305 Phone: (937) 848-3272

## Business Fire Safety

Thank you for operating your business in Bellbrook, we are proud to have you! Here at the Bellbrook Fire Department, we look at business as a family affair; generally, businesses are owned by families and all businesses support families. We are no exception; we are a family of dedicated individuals here to support your operation. Here are some tips to keep your employees and customers safe at work.

- 1) Make sure that you have enough working fire extinguishers. Fire extinguishers are required in all businesses and must be accessible and maintained. Fire extinguishers must be mounted on the wall with the top of the extinguisher no more than five feet off the ground. Extinguishers must be located so that there is no more than 75 feet travel distance to get one. Also, all fire extinguishers must be serviced or replaced annually.



- 2) Make sure that exit doors are clearly marked and free of obstacles. Required exit doors must be marked with an illuminated **EXIT** sign. Also, all required exits must be marked "This door to remain unlocked during business hours." Make sure that the path to all required exits is clear and accessible.



- 3) Make sure that all of your employees know what to do in the event of an emergency. If you need help with this, call us!
- 4) Do not store anything near water heaters, furnaces, or any other heating devices.
- 5) Make sure that electrical panels are clear of obstructions and easily accessible.
- 6) Do not use multi-plug adaptors. Instead, use power strips, but remember they can only be plugged directly into the wall.
- 7) Extension cords can only be used for portable appliances.
- 8) Do not run extension cords through ceilings or walls.
- 9) Do not store anything within 24 inches of the ceiling.
- 10) If you have emergency lights and lighted exit signs make sure they work.



You can test them by pressing the button on the bottom. If the emergency lights come on when the button is pressed, they work. If the exit light stays on when the button is pressed, it works.