



## CITY OF EUREKA

EUREKA FIRE DEPARTMENT

533 C Street • Eureka, California 95501-0340 • (707) 441-4000  
fax (707) 441-4133 • email: eurekaafd@eurekaweb.com

Dear Business Owner/Manager,

The Eureka Fire Department responds to well over 3000 incidents every year. Many of these are emergency incidents that occur in business occupancies both during and after business hours.

We would like to give you the opportunity to decrease the possibility of an emergency occurring at your place of business. We have attached a checklist which you and your employees may use to reduce the risk of an emergency occurring and the effects of an emergency incident.

Please complete the attached fire and life safety checklist to reduce your risk of an emergency incident. You may return a copy of the completed checklist to us for filing by mail or fax (441-4133).

In addition, our firefighters will review with you the emergency contact information we have on file for your business to ensure the accuracy of the information. When you provide us with the current, confidential information, we will enter it into the computer aided 911 center so that you can be notified in the event there is a fire or police emergency at your business. That way, if there is an emergency at your business, you can get your business situation back to normal as soon as possible.

The City of Eureka and your firefighters are committed to your safety. If you have questions about this letter, the attached checklist, or if you would like us to visit your business to discuss fire and life safety issues, please contact us at 441-4000.

Thank you for your consideration in this matter.

Sincerely,

*Rick Bennett*

Rick Bennett  
Fire Marshal

Attachment; Fire and Life Safety Checklist



EUREKA FIRE DEPARTMENT  
Fire and Life Safety Checklist

Date \_\_\_\_\_

Name of Business \_\_\_\_\_ Address \_\_\_\_\_

This document is for the sole use of the business owner/occupant to enhance fire and life safety in his/her place of business. Please review these questions, and then place a check mark in the "Yes" or "No" box, as appropriate.

<b>Site Access</b>	Yes	No
1. Is the address clearly visible and in large enough letters to be seen from the street?		
2. Is there a clear path to all access points of the structure?		

**Fire Extinguishers**

3. Is the fire extinguisher in a visible and accessible location? - The fire extinguisher should be mounted so the handle is three to five feet from the floor.		
4. Is the fire extinguisher classification 2A10BC or higher?		
5. Is there at least one fire extinguisher within 75' travel distance from anywhere in the business?		
6. Have the fire extinguishers been serviced within a year or after use by a licensed fire extinguisher company?		

**Exiting**

7. Are all exit doors openable from the inside with a single motion of the hand? The main door only may have a separate "dead-bolt" type lock provided there is a sign over the door stating, "This door to remain unlocked during business hours".		
8. Are exits marked and properly illuminated?		
9. Are all exits unobstructed?		
10. If you have emergency lighting, does it work?		

**Maintenance and Storage**

11. Do the electrical panels have a 30 inch clearance in front for easy access?		
12. Are all stored materials stacked so they are at least 2 feet below the ceiling?		

PLEASE SEE OTHER SIDE OF CHECKLIST

<b>Maintenance and Storage</b>	Yes	No
13. Are areas outside and around the building free of dry weeds, debris or trash?		
14. Are all large commercial dumpsters (garbage containers) at least 5 feet away from combustible walls, windows, door openings, or combustible roofs?		
15. Are extension cords less than 6 feet long, have only one plug, is the same size wiring as the appliance it is serving and for temporary use only?		
16. Are electrical outlets free from overuse by appliances, extension cords, etc?		
17. Are cover plates installed on all electrical outlets and boxes?		
18. Are all electrical cords in good shape and free from damage and splicing?		

#### **Fire Protection**

19. If there is an automatic fire sprinkler system, has it been certified every five years and tested quarterly? - Can you provide records upon request?		
20. If there is a fire alarm system, has it been tested monthly and serviced quarterly? - Can you provide records upon request?		
21. Are fire walls, draft stops and ceilings free from holes and openings?		

#### **Hazardous Materials**

22. Is there less than 6 gallons of combustible or flammable liquids stored on site?		
23. Are compressed gas cylinders secured so they will not be knocked over or fall?		
24. Are all propane containers stored outside?		

If the answer to any of the above questions was, "No," you should correct the situation so the answer is, "Yes." For example, if you answered, "No" to question #9, you should ensure all the exit paths are clear and unobstructed. When all the answers on this checklist are, "Yes," you will have reduced the risk of a fire or medical emergency occurring and decreased your liability should an emergency take place.

This Safety Checklist is provided as a courtesy to you. You may return a copy of the completed checklist to us for filing by mail or fax (441-4133). If you have any questions concerning the safety of your business, please feel free to call Eureka Fire Department at 441-4000, or e-mail us at [eurekafd@ci.eureka.ca.gov](mailto:eurekafd@ci.eureka.ca.gov).