

# Are Your Common Areas Fire and Security Ready?

Once a year it is important to take an assessment and to review plans to keep your Common Areas safe. Fire and Security Safety Checklists are an ideal way to gauge if strategies already in place are working and also to highlight areas in need of reevaluation. Nothing is more important than the life-safety of your occupants and your buildings. The benefits of knowing your building is protected will add a sense of security to all who utilize your common areas while enhancing the value of your property too.

Here are a few checklist items to help you with your assessment:

## FIRE SAFETY CHECKLIST:

- Education is the number one priority when it comes to fire safety. Does your staff have a basic understanding of how your fire alarm equipment works? Their knowledge keeps occupants safe and helps to avoid false alarms.
- The fire alarm system needs to be inspected and the smoke detectors cleaned.
- All fire extinguishers should be installed at the proper height and no more than 5 ft above the floor.
- Exit doors need to be visible, accessible and fully functional.
- Emergency Exit Signs need to be properly illuminated and battery back up should operate when the push test button check is done.
- Log books should be used to keep records of your inspections and maintenance of the fire alarm system.
- Stored items should be at least 18 inches below all fire sprinklers.
- All combustible or flammable liquids should be properly stored in approved containers or cabinets.
- If you don't have the new 10 year sealed smoke alarms or Carbon Monoxide alarms, the batteries need to be changed once a year.
- All forms of heating and cooking equipment that use fossil fuel burning as a source, need to be inspected for leaks to prevent carbon monoxide poisoning.



## SECURITY CHECKLIST:

- Does your staff have an itemized list of all security system devices and know how they operate?
- Do your security technologies operate through their own cabling and wiring, or do they use your existing network infrastructure? Is there a wireless component?
- What back-up power supply is in place for all security technology?
- Are your security technologies integrated and monitored through a centralized platform?
- Do your CCTV cameras provide high resolution in low light, and are they monitored and recorded 24 hours a day, 7 days a week? How long do they record? Who monitors the recordings? Are the recordings analog or digital? Can they be viewed remotely from all devices?
- Are your surveillance cameras capable of detecting motion and proactively alerting you to potential threats? Are they integrated with your other security solutions onsite (i.e. access control system, alarm, etc.)?
- Access control can be managed by fobs or cards and can prevent people from entering unauthorized areas.
- Are you equipped with a reporting system to generate specific, detailed data on security incidents?
- Parking areas and the perimeter around your buildings should be well illuminated at night.
- Has your staff been trained for an armed shooter event?

Taking the proper steps in making sure your buildings are following the mandated fire codes, that all equipment is maintained and you have all staff trained to understand how these systems work, ensures an efficient building safety plan. Don't forget to let your insurance company know what types of systems you have in place for possible discounts.



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