COMMERCIAL FIRE READINESS CHECKLIST



Use this Commercial Fire Readiness Checklist to help facility, engineering, operations and property teams identify readiness gaps before a fire-related property loss occurs.

Fire readiness is not only about immediate life safety. It is also about access, building systems, critical assets, business continuity and recovery planning after the emergency is controlled.

Learn more at:

bmscat.com/commercial/priority-disaster response-program/

24/7 **24/7 Emergency Response:**
877-730-1948

ACCESS & RESPONSE

- [ ] Fire lanes and emergency access routes are clear
- [ ] Building entrances and access procedures are documented
- [ ] Emergency contacts are current
- [ ] After-hours access procedures are established
- [ ] Team members know who has authority to activate emergency vendors

BUILDING SYSTEMS

- [ ] Critical electrical, gas and water shutoffs are identified
- [ ] Fire sprinkler and suppression systems are inspected and operational
- [ ] Known impairments are documented and addressed
- [ ] HVAC shutdown procedures are documented
- [ ] Emergency power systems have been tested

PROPERTY & CONTENTS

- [ ] Combustible materials are stored appropriately
- [ ] Critical equipment and machinery have been identified
- [ ] Important records and documents are protected or backed up
- [ ] High-value or business-critical contents are documented
- [ ] Sensitive electronics or specialized equipment are identified

BUSINESS CONTINUITY

- [ ] Critical business functions have been prioritized
- [ ] Alternate operating plans have been considered
- [ ] Key vendors and emergency partners are documented
- [ ] Leadership escalation procedures are clear
- [ ] Customer/tenant communication responsibilities are assigned

RECOVERY PLANNING

- [ ] A restoration partner has been identified before an emergency
- [ ] Emergency restoration contact information is readily available
- [ ] Multiple locations follow a consistent response process
- [ ] Property information can quickly be shared with restoration teams
- [ ] Fire, smoke, soot and suppression-water recovery have been considered

WHEN THE EMERGENCY IS OVER, THE RECOVERY BEGINS.

BMS CAT's **Priority Response Program** helps organizations prepare before disaster strikes by establishing critical property, contact and response information in advance.