

## Fire Safety Plan

Carman's Café | 64 Market Street | Portland, ME 04101

### HUMAN RESOURCES AUDIT

- Business Name: Carman's Café
- Address 64 Market Street, Portland, Maine 04101
- Owner(s)/Supervisory Staff: Darren Thomas and Abigail Johnston
- Property Owner: Joe Pallacci
- Telephone (207) 671-5524
- Telephone (w) (207) 772-8107

### COMPLIANCE

Carman's Café is equipped with smoke and fire detectors that comply with city code. Such detection devices are located at the front and back of the interior space.

- Fire pull located at top of stairs next to handrail and within 5 feet of egress
- The bathroom is equipped with strobe lights that will be activated in case of emergency
- Emergency lighting ensures that exits, corridors, and principal routes providing access to exits are illuminated in the event of loss of power. This equipment is maintained per Maine fire safety laws and regulations

### MEANS OF EGRESS

In case of fire, please refer to floor plan provided

1. Locate "Exit Sign" near foot of stairs
2. Proceed in a calm orderly fashion to "Exit Sign"
3. Ascend stairs to double doors and exit building

### IN CASE OF FIRE EMERGENCY

1. If safe to do so, attempt to extinguish fire by control or confinement
2. If fire cannot be extinguished with a portable fire extinguisher, confined, or the smoke presents a hazard to the operator, close the door to the fire area to contain the spread of fire
3. Leave area of fire immediately
4. Sound the fire alarm located at the top of the stairs
5. Leave building via the nearest exit and remain a safe distance from the building
6. Call fire department or 911
7. Wait for Fire Department to arrive

## EMERGENCY/FIRE PROCEDURES FOR OCCUPANTS

If you discover fire:

- Leave the fire area; take key
- Close all doors behind you
- Activate the fire alarm via pull station located at the top of the stairs
- Telephone the Fire Department and dial 911 (never assume this has been done)
- Know and give the correct address and location of fire in the building
- Do not return to building until it is declared safe to do so by fire official

## FIRE HAZARD PREVENTION

In order to avoid the hazards in the building, occupants are advised to:

- Not put burning material such as cigarettes and ashes into garbage chutes
- Not dispose of flammable liquids or aerosol cans in garbage chutes
- Never force cartons, coat hangers, or bundles of paper into chute to prevent blockage
- Avoid unsafe cooking practices (deep frying, excessive heat, unattended stoves, loosely-hanging sleeves)
- Not use unsafe electrical appliances, frayed extension cords, overload outlets, or use lamp wire for permanent wiring

## SUPERVISORY STAFF RESPONSIBILITIES

In General:

- Keep the doors to stairways closed at all times
- Keep stairways, landings, hallways, passageways, and exits (inside and outside) clear of any obstructions at all times
- Do not permit combustible waste materials to accumulate in quantities or locations, which will constitute a fire hazard
- Promptly remove all combustible waste from all areas where waste is place for disposal
- Keep access roadways, fire routes, and fire pumper connections clear and accessible for fire department use
- Have a working knowledge of the fire alarm system and how it is reset
- Maintain the fire alarm system and other fire protection equipment in good operating condition at all times
- In the event of any shutdown of fire protection equipment, notify the Fire Department and patrol the hallways once every hour
- Arrange for a substitute in supervisors' absence
- Conduct fire drills; occupant participation is optional
- Make fire safety procedures readily available to occupants

In the Event of Fire:

- Supervise the evacuation of the occupants
- Ensure the fire alarm system has been activated
- Notify the fire department of the emergency condition
- Upon arrival of fire fighters, inform the fire officer regarding conditions in the building and coordinate the efforts of supervisory staff with those of the fire department
- Provide access and vital information to fire fighters
- See that the fire alarm system is not silenced until the fire department has responded, and the cause of the alarm has been investigated

FIRE PROTECTION MAINTENANCE PROCEDURES FOR FIRE ALARM AND VOICE COMMUNICATION SYSTEM

- Check fire alarm AC power lamp and trouble light daily
- Check trouble conditions daily
- Check central alarm and control facility daily
- Check all fire alarm components including standby power batteries on monthly basis
- Test fire alarm system monthly
- Recertify fire extinguishers yearly
- Test voice communication to and from floor areas to the central on monthly basis (not applicable)

MAINTENANCE PROCEDURES FOR FIRE PROTECTION BY MEANS OF EGRESS

- Inspect all doors in fire separations monthly
- Check all doors in fire separations to ensure they close
- Maintain exit signs to ensure they are clear and legible
- Maintain exit lights to ensure they are illuminated and in good repair
- Maintain corridors free of obstructions