



# Fire Safety for Events

A Factsheet on Fire Safety During Special Events

The Seattle Fire Department urges business owners to take the following fire prevention steps during special events and holiday celebrations.

## Outside

- Clean-up and remove any wastepaper, grasses, weeds, litter or other combustibles from around your building, including the alleys and recessed doorways.
- Consider installing outdoor lights that turn on when they sense motion or darkness outside the business.

## Dumpsters

- Arrange for additional dumpsters or take refuse to transfer station, if overfilling is a problem.
- Place locks on commercial dumpsters if possible. Locks will reduce illegal dumping and discourage anyone from intentionally starting a fire in your dumpster.
- Locate commercial dumpsters and recycling containers at least five feet away from combustible walls and openings of combustible roof eave lines.

## Staff

- Assign a responsible staff member to monitor safety throughout the night.
- Review emergency evacuation plans with all staff members.

## Inside

- Make sure all decorations and displays are flameproof or

fire retardant.

- Check that all fire alarms, smoke detectors, sprinklers and other fire and life safety systems are working.
- Keep decorations clear of sprinkler systems, fire extinguishers and fire alarm pull stations.
- Keep exit and exit ways open and unobstructed by furniture or decorations.
- Use heavy-duty extension cords for decorative lighting. Make sure they are not overloaded.
- Keep packaging debris and other combustible material in approved, covered containers.

## Exiting

- Keep exit doors unlocked when the building is occupied. If you are concerned about people coming in through open exit doors post staff by the door to prevent unauthorized entrance.
- Ensure lit exit signs are illuminated and visible at all times when the building is occupied.
- Keep stairways and stairway landings free from storage of any type.
- Do not allow your premises to become overcrowded. Strictly enforce your occupant load limitations.

## Arson

- Participate in neighborhood crime watch programs. Arrange with nearby businesses to keep an eye on each other's property
- Call 911 to report any suspicious persons or activity in or around your business.
- Please share any information you believe may be related to arson on the **Arson Alarm Hotline** at 1-800-55-ARSON. A reward may be provided for information resulting in an arson conviction. Persons providing information may remain anonymous.

If you have questions regarding the fire safety of your business, please call the Seattle Fire Marshal's Office at (206) 386-1450 during weekday business hours.

## For More Information

### Contact:

**Seattle Fire Department**  
**fireinfo@seattle.gov**  
**www.seattle.gov/fire**