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Self-Assessment Guide for Fire Prevention

The purpose of this Fire Prevention Self-Assessment Guide is to enable managers and directors to understand and articulate the current state of their fire prevention procedures while identifying opportunities for improvement. By working through this self-assessment tool, organizations will be able to clearly articulate the scope of fire prevention for their property, the current risks their operation is exposed to and the hidden costs impacting budget.

This document is intended to get you started in assessing where you stand today in fire prevention and provide you with the information necessary for data driven discussions on how you can reduce the risk of fire to the people, the property, and the environment. This guide is not intended to replace any part of your current fire prevention planning documents but is intended complement them, and facilitate a data driven discussion, on the risk and the costs associated with fire prevention at your facility.

So, grab a pen and a paper, work through the six steps required to self-assess your risk and prepare for a data driven discussion on fire prevention with key stakeholders. When complete, schedule your free, no obligation digital transformation consultation to assess if there is a more cost effective and efficient way to manage compliance with the fire code**.** **Contact us** today to schedule a time and let's explore your options.

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Step one: Initial Self-Assessment.

Before you begin, out of 10, ask yourself, how confident are you in your team's ability, right now, to prevent the common causes of fire and reduce the loss of life and property, in the event of a fire? Why?

Step 2: Scope Fire Prevention for your Establishment.

The purpose of step two is to ensure you can articulate exactly what your current investment in fire prevention looks like at your facility.

A) Inventory fire prevention tools and their physical inspection requirements, daily, weekly, monthly, annually. (Please note this is not intended to be a comprehensive list of requirements, please consult the fire code to confirm what inventory is required and the specific inspection requirements.)

Fire Prevention Inventory	**# Of Inventory Items**	**Inspections Required** (Daily, Weekly, Monthly, Annual)	**Inspection Time** (Time to inspect + travel time between inventory items)	**Total Inspection Resources Required** (Inventory X Inspections X Time)
Fire Extinguisher				
Emergency Lighting				
Generators				
Sprinkler System				
Ventilation, hoods & filters				
Fire Separation Doors				
Fire Dampers				
Chimneys, flues, dampers & stop flaps.				
Pumps				
Tanks				
Etc.				
Total				

B) Resources & Responsibilities, what departments perform fire prevention activities, what team members are involved and how much time do they allocate to fire prevention? (hours/year)

Department	**Employees** (Inspections, collecting the data.)	**Administration** (Compiling and managing the data.)	**Management** (Analyzing the data, making changes, etc.)

C) Fire Prevention Data

Do you have the data necessary to predictable prevent & respond to fire?	
What format is the compliance data/inspection reports available in?	Paper, spreadsheet…
Where is the data located?	Filing cabinet…
How current is the data?	
How reliable is the data?	
Do you have 2 years of data?	
Is the data backed up?	

D) Self-Assessment

Are We Set-up for Success?	
Resource Allocation	Total fire prevention resources required; less resources allocated. (A – B: Positive or negative)
Data Silos	For a complete view of fire prevention, how many people/locations do you need to go, to get a view across the entire facility of the current fire prevention status?
Accurate operating data	How long will it take to find and then compile fire prevention data when you need it? How accurate and reliable is it?

Step 3: Quality Audit of Fire Prevention Procedures.

The purpose of step three is to test the quality of your current fire prevention procedures, using fire extinguishers and the monthly inspection requirements in the fire code as an example.

A) Perform an ad-hoc review of the last two months of fire extinguisher inspection reports.

Monthly Fire Inspections	**Audit reports to assess quality.**
Compile the last two months of fire extinguishers reports, how long does it take?	
Compile a list of all missing, damaged, not at capacity issues that were reported, % of total?	
How many issues have been rectified, since the last months report was created?	
How many issues are repeat issues?	
What is the chain of command for addressing and fixing an issue? What is the SLA?	
Were all required inspections completed in line with requirements?	

B) Complete a physical inspection of all fire extinguishers to assess the accuracy of last month's report and therefore the risk exposure.

Inspect the Inspections	**Are the reports accurate**
Are all fire extinguishers in the correct location?	
Are all fire extinguishers accounted for in the inspection reports?	
Is the last data reported accurate when compared with this physical inspection?	

C) Self-Assessment

Is it working?	
How many potential points of failure were identified in the audit? (Potential point of failure = something that did not meet code and would result in negative consequences if there were a fire.)	What does that represent as a percentage of total?
Fire Prevention Procedures	Reflecting upon your current procedures and data, how confident are you that you are prepared to respond to a fire.
Response Time	On average, how much time passes between an issue being reported and then fixed?

Step 4: Uncover the hidden costs associated with fire prevention.

The purpose of step four is to identify and articulate the total current investment in fire prevention and identify opportunities for improvement.

A) Calculating the total cost of fire prevention.

Putting a price on fire prevention, including the hidden costs.	
Inspections	• Looking at all the resources currently allocated to fire prevention and the time required do their job, what does fire prevention cost/year? (Hrs/Yr X Wage) • Are all inspections being completed in an efficient manner? Could you do more with less?
Administration	• How much time is spent communicating and clarifying expectations? • How many inspections of inspections are completed for quality control purposes. • How much of managements time is spent compiling data, transcribing it into a digital format and analyzing it? • Could this time be used to do something more valuable?
Inventory:	• How much extra inventory of fire prevention tools do you have but don't need?
Contractor Accountability	• How accurate are vendor invoices? (Overpayments) • Are vendors meeting SLAs?

B) Self-Assessment:

What is the Cost?	
Total Cost of Fire Prevention	Add up all the hard costs and put a price tag on fire prevention today for your operation?
Return on Investment	When you consider the quality of your current fire prevention methodologies, are you getting good value for the dollar?

Step 5: Fire Prevention, The Cost of Doing Nothing

The purpose of step five is to calculate the potential cost of a fire to help you assess if you are doing enough and if you should be looking for better, more effectives ways to prevent fire.

A) Calculating the unexpected cost of a fire and the impact it will have on the business

Cost Categories	
Damages: Life and Property	Physical Damages: • Replacement material Costs: • Construction Labour: Human Damages: • Medical: • Employee productivity:
Business Continuity (for a day, week, month)	• Closing the doors: • Closing a section of the facility:
Brand	• Customer loyalty: • Customer retention: • Customer acquisition: • Negative media exposure:
Commercial Insurance	• A denied claim: • Premium increases:
Settlements	• Legal: • Regulatory fines:
Administration	• Paperwork: • Project Planning: • Budgeting:

B) Self-Assessment:

Can we afford the status quo?	
The Cost of a Fire	Calculate the total potential cost of a fire in your establishment?
Budget Impact	How will that cost impact budget? Is there a contingency fund?

Step six: Final Self-Assessment.

Are you set up for success or failure?	
Confidence	Right now, are you protected, can you prevent & fight fire?
Business Priority	Are you doing enough, based on the risk?
Timing	Are there opportunities for fire prevention to be done better and cheaper?

If you answered, no to confidence and yes to doing it better and cheaper, schedule your free, no obligation digital transformation consultation. We will work with you to assess if there is a more cost effective and efficient way to manage compliance with the fire code.
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