

### ✓ **Overcrowding:**

Allowing more people into the building or space than the posted maximum occupant load is **overcrowding**. The posted occupant load is established based on the requirements of the building code as determined by the local Building Official. If there are too many people in the building during an emergency condition, the exits could become blocked by people pushing to get out. This condition could result in injuries or deaths.

### ✓ **Blocked Aisles and Doorways:**

A clear path of travel to exit out of the building is required for everyone at all times. If the path is obstructed, the time to get out can be greatly increased resulting in a greater chance for injuries or deaths.

### ✓ **Locked Exit Doors:**

Required exit doors cannot be locked to prevent exiting from inside the building.

### ✓ **Flammable Decorations:**

Decorations that burn easily can cause a fire to grow very rapid, reducing the amount of time to safely evacuate. Some materials emit large amounts of smoke or release poisonous gases when burned, possibly causing serious injury or death. Only flame resistant or non-combustible decorations shall be used.

### ✓ **Exit Sign Lighting and Emergency Lights:**

Exit signs and emergency lighting guide occupants to the exits in case of blackout or reduced visibility. These lights are necessary to assist in safe egress.

### ✓ **Stairway Door and/or Fire Doors:**

Stairway and fire doors are installed to prevent the passage of fire traveling from one part of the building to the other and are intended to be normally closed. If the doors are propped open, the fire is free to spread. Stairway doors are especially important since fire and smoke tend to travel upward. If these doors are held open, the stairways may fill with smoke and heat and become impassible.

### ✓ **Adequate Employee Training:**

A facility must have an emergency response plan established and on site. Each required task or duty should be defined (i.e., contacting the fire department, notifying the occupants that they must leave and the proper use of a fire extinguisher, etc.) The employees should be trained on what their job is in case of a fire and how that duty is to be carried out. Fire drills for staff are to be conducted quarterly.

### ✓ **Extension Cords:**

Extension cords shall not be a substitute for permanent wiring. Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings. Extension cords should not

be subject to physical impact or environmental damage. Extension cords shall only be used for temporary power of portable appliances. Owners and operators need to make sure DJs or bands are using only approved extension cords in approved methods to power the sound equipment and lighting.

### ✓ **Commercial cooking fire suppression systems maintenance:**

Commercial cooking fire suppression systems shall be inspected and tested at 6-month intervals. Owners and operators need to maintain the fire protection systems to make certain the systems will operate in the event of fire. Hoods should be cleaned regularly to prevent any grease build-up.

### ✓ **Fire protection system inspection, testing and maintenance:**

Systems approved by the building official when constructed are to be maintained at all times. Owners and operators must be aware of testing and maintenance requirements for all systems in their buildings.

Inspections will be performed during both day and night hours. For a map of areas covered by each Regional Office and other information or questions about the State Fire Marshal's Office, go to the website at [http://www.vafire.com/state\\_fire\\_marshall/index.html](http://www.vafire.com/state_fire_marshall/index.html), or call the Regional Office in your area at one of the telephone numbers listed on the other side of this brochure.

**IF YOU HAVE QUESTIONS OR NEED  
ADDITIONAL INFORMATION CONTACT  
THE REGIONAL STATE FIRE MARSHAL'S  
NEAREST TO YOU.**

**CENTRAL REGION OFFICE  
1005 Technology Park Drive  
Glen Allen, Virginia 23059  
(804) 371-0220  
Fax (804) 371-3367**

**NORTHERN REGION OFFICE  
471 James Madison Highway – Suite 101  
Culpeper, Virginia 22701  
(540) 317-7670  
Fax (540) 727-7041**

**TIDEWATER REGION OFFICE  
102 Pratt Street – Suite 101  
Fort Monroe, Virginia 23651  
(757) 848-5828  
Fax (757) 848-5813**

**WESTERN REGION OFFICE  
6744 Thirlane Road  
Roanoke, Virginia 24019  
(540) 561-7033  
Fax (540) 561-7544**

**SOUTHWEST REGION OFFICE  
1169 East Lee Highway  
Chilhowie, Virginia 24319  
(276) 646-0266  
Fax (276) 646-0269**

**WEB ADDRESS**

[http://www.vafire.com/state\\_fire\\_marshall/](http://www.vafire.com/state_fire_marshall/)

# **FIRE SAFETY**

## **Checklist**

### **FOR NIGHT CLUBS**

Based on the  
Virginia Statewide Fire Prevention Code

Presented by

## **COMMONWEALTH OF**



## **VIRGINIA THE STATE FIRE MARSHAL'S OFFICE**

1005 Technology Park Drive  
Glen Allen, VA 23059  
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