

## Do you work from home or own a small business?

Small businesses and people working from home need to know how to prevent fires, know what to do in case of a fire and have business recovery plans in case an incident occurs.

## **DON'T LET THIS HAPPEN TO YOUR BUSINESS**



Remember: in an emergency Dial '000'



## Here are a few fire prevention tips to consider:

- Make sure any equipment and machinery is installed and serviced by trained professionals. Equipment and machinery should be turned off when not in use.
- Keep equipment clean and free from dust or rubbish build up. Dust and dirt build up in the back of computers, electrical equipment and household appliances (microwaves, TVs) will cause a fire.



- Do not use back door areas or laneways as storage areas. This will block access for staff trying to escape a fire or prevent emergency services from trying to enter your property and save it.
- Avoid stockpiling material in areas outside your business that may attract an arson attack.
- Ensure correct storage procedures (and legislative requirements) for chemicals or flammable material, such as packaging material.
- Have a written and practised fire plan for your business and make sure everyone knows the plans and procedures.



Have a business continuity plan and sufficient business insurance. Your plan should include back ups of vital business systems, key contacts and information.

For further information on fire safety and training, please contact your local CFA Community Safety Office on (03) 8739 1300 or:



<u>CFA</u> Website: <u>www.cfa.vic.gov.au</u> Phone: (03) 9262 8444

MFB

MFB Website: www.mfb.vic.gov.au Phone: (03) 9662 2311