

OCCUPATIONAL HEALTH & SAFETY FIRE EVACUATION CHECKLIST

AREAS INSPECTED: _____

INSPECTED BY: _____

DATE OF INSPECTION: _____

Indicate in the following manner:

✓ Acceptable ✗ Not Acceptable N/A Not Applicable

GENERAL

1.	Telephone numbers of emergency services such as police, fire brigade and ambulance are listed on telephones and/or are readily available.	
2.	Names, telephone numbers and locations of emergency control personnel, eg. fire wardens, fire squad, first aid officer. etc. are listed at prominent locations such as notice boards, tearooms etc.	
3.	An escape plan is prepared and covers: <ul style="list-style-type: none"> • designated routes from each work location within the building and utilising all exits to reduce congestion in the fire escape stairs; • where to assemble once clear of the building; • whom to report to once clear of the building; • advice on not to go back inside for valuables, and not to waste undue time collecting valuables when evacuating the building. 	
4.	Diagrams are prepared which clearly set out high risk areas such as boiler/refrigeration/ plant rooms, cleaner's cupboards, hazardous storage areas and processes.	
5.	Wardens are trained and designated to perform special duties such as communication, checking rooms, toilets, lift foyers, stairs. using portable fire-fighting equipment, and any other duties that may be applicable to the floor/building/site.	
6.	Anyone who discovers a fire, bomb, or threatening situation, knows to notify the emergency fire warden, switchboard, or responsible authority, eg. fire brigade, police, ambulance etc.	
7.	Everyone knows to give priority to notifying the responsible authority, as this service has the professional capability to minimise loss of life and damage which can otherwise result from a progressively escalating emergency.	
8.	Everyone is trained to make this call, rather than causing delay through delegation, or risking the call not being sent through some misunderstanding.	
9.	To make sure that someone is available to meet the responding emergency services on their arrival to brief and accompany them to the location of the emergency. (Even if a fire seems extinguished, it is preferable to place the responsibility of checking this on the responding fire brigade service.)	

10.	Fire wardens carry out a "search and remove" operation on each floor, checking offices, rooms, toilets, etc.	
11.	During an emergency, people are encouraged to remain calm and orderly and to follow instructions of floor wardens and emergency personnel.	

PEOPLE ARE TRAINED IN THE FOLLOWING:

12.	To feel surfaces of closed doors before opening them to determine if the fire is present on the other side.	
13.	If trapped in a room, to keep the door closed, seal the bottom of the door with a towel, clothing, blanket, etc, to prevent smoke entering the room, go to the window and try to attract attention.	
14.	If escaping through a smoke-filled area, to close the doors and, if safe to do so, windows (this stops the spread of smoke and fire).	
15.	Not to use lifts. The lift shafts are natural "chimney flues" for the passage of flame and smoke and in the event of a power failure the lift will stop, trapping occupants inside.	
16.	To shut down any potentially dangerous plant units, eg. Boilers	

