

# EMERGENCY PREPAREDNESS & FIRE PREVENTION SAFETY INSPECTION

Date:		Department:	
Name of Person Completing:			

Item	Yes	No	N/A
1. Has the Emergency/Fire Prevention Plan been reviewed with each employee and has each employee been made aware of his/her role in an emergency while at work?			
2. Is there an alarm system in place that alerts employees to an emergency, by word of mouth or other acceptable means?			
3. Are all exits marked with readily visible OSHA approved exit signs? (Having letters at least 6" high and ¾" wide.)			
4. Where exits signs are not visible, are paths to exits clearly marked with signs or diagrams?			
5. Are all exits and paths kept free of obstructions at all times?			
6. Are some employees, other than the Safety Representative, designated as "wardens" and instructed to aid with employee evacuation? (All Safety Representatives are considered "wardens")			
7. Are some employees properly trained in portable fire extinguisher use?			
8. Are the portable fire extinguishers inspected monthly, and is documentation evident by tag or checklist?			
9. Are extinguishers maintained and hydrostatically tested annually?			
10. Do employees know where to go in case of an evacuation and who to contact in the event of an emergency?			

**EMS and Public Utilities only, answer Questions 13 – 17**

11. Do employees know what to do in the event of an emergency release of hazardous substances?			
12. Are employees informed of their roles in hazardous substance release situations? Do they know the Incident Command System?			
13. Do employees know the safest place to go in the event of a hazardous substance release?			
14. Is the proper Personal Protective Equipment available?			
15. Do employees know where to locate emergency numbers to call in the case of hazardous substance release?			

Recommendations for Improvement: