Ten-Point Checklist for Emergency Preparedness

This checklist was developed by Dr. Susan M. Smith, and graduate students participating in a UT Safety Workshop graduate class.

NOTE: Evaluators should indicate the status of facilities inspected *(see right for a suggested rating key)* to help ensure that repairs, upgrades, and replacements are made as needed.

Rating Key:

S/A = substandard or adequate
W/B = works or broken
U   = unknown

	STATUS				
	YES	W/B	S/A	NO	N/A
1. WARNING SIGNALS					
VISUAL ALARMS					
1.1 Are visual alarms present and detectable from work areas?					
Comments					
1.2 Are visual alarms in work areas operational?					
Comments					
1.3 Are visual alarms activated automatically by a sensor system?					
Comments					
1.4 Are visual alarms activated manually?					
Comments					
1.5 Are visual alarms placed 80 inches above the highest floor level or 6 inches below the ceiling, whichever is lower?					
Comments					
1.6 In large rooms and spaces exceeding 100 feet across, are the visual alarms spaced around the perimeter no more than 100 feet apart or are they suspended from the ceiling?					
Comments					
AUDIBLE ALARMS					
1.7 Are audible alarms present?					
Comments					
1.8 Are audible alarms operational?					
Comments					

	STATUS				
	YES	W/B	S/A	NO	N/A
1.9 Are audible alarms:					
1.9.1 Activated automatically by a sensor system?					
Comments					
1.9.2 Electric powered?					
Comments					
1.9.3 Electric powered with battery backup?					
Comments					
1.9.4 Electric powered with battery backup?					
Comments					
1.10 Are smoke/heat detection systems present?					
Comments					
1.11 Are smoke/heat detection systems operational?					
Comments					
1.12 Are there separate alarms or signals for different kinds of emergencies?					
Comments					
1.13 Are units installed with tamper-proof screws to prevent tampering and injury?					
Comments					
1.14 Is there a regular maintenance schedule for alarms and detectors?					
Comments					
1.15 Does the fire alarm automatically notify security?					
Comments					
1.16 Does the fire alarm automatically notify the fire department?					
Comments					
1.17 Does the fire alarm have an "ALL CLEAR" signal?					
Comments					
1.18 Is the alarm control panel accessible when the building is occupied?					
Comments					
1.19 Does the control panel show where the fire is located?					
Comments					

	STATUS				
	YES	W/B	S/A	NO	N/A

2. COMMUNICATION

2.1 Is there a phone accessible on every floor?

Comments

2.2 Is the phone equipped with a TDD (telecommunication device for the deaf?

Comments

2.3 Are emergency numbers attached to or posted near the phones?

Comments

2.4 Is there an alternate means of communication in case of a power outage?

Comments

2.5 Is there access to two-way radio communication?

Comments

2.6 Is there access to Doppler Radar?

Comments

3. EVACUATION

3.1 Are evacuation routes posted?

Comments

3.2 Are evacuation routes properly marked?

Comments

3.3 Are secondary routes of exit identified?

Comments

3.4 Are the evacuation routes the proper width (at least 22" wide)?

Comments

3.5 Are exits marked with an exit sign?

Comments

3.6 Are exit signs illuminated?

Comments

3.7 Are exit signs provided with the word "EXIT" in lettering at least 5" high and stroke lettering of a least ½" wide?

Comments

3.8 Are emergency lights present?

Comments

	STATUS				
	YES	W/B	S/A	NO	N/A
3.9 **Are emergency lights working properly?**					
Comments					
3.10 **Are exits supported with emergency lighting**					
Comments					
3.11 **Is there an emergency light in each hallway?**					
Comments					
3.12 **Is there an emergency light in each lobby?**					
Comments					
3.13 **Are exit routes well lighted?**					
Comments					
3.14 **Are exit routes unobstructed?**					
Comments					
3.15 **Are there at least two exists in all occupied rooms?**					
Comments					
3.16 **Are exits accessible to people with disabilities?**					
Comments					
3.17 **If an exit door is not accessible, are t here signs to indicate the nearest accessible exit?**					
Comments					
3.18 **Are there sufficient exits to permit prompt escape in case of an emergency?**					
Comments					
3.19 **Are "NOT AN EXIT" routes clearly marked?**					
Comments					
3.20 **Are exit doors easily opened (without a key) from the direction of exit traveled?**					
Comments					
3.21 **Do glass exit doors meet safety requirements for human impact?**					
Comments					
3.22 **Do exit doors function properly?**					
Comments					
3.23 **Are exit doors of the type that allow emergency escape from inside?**					
Comments					

	STATUS				
	YES	**W/B**	**S/A**	**NO**	**N/A**
3.24 **Is panic hardware installed on exit doors?**					
Comments					
3.25 **Are there any architectural problems (such as narrow aisles or evacuation stairs) in the building?**					
Comments					
3.26 **Do self-closing fire doors work properly?**					
Comments					
3.27 **Are stairwells at least 22" wide?**					
Comments					
3.28 **Are guardrails sturdy?**					
Comments					
3.29 **Are guardrails free from rough edges?**					
Comments					
3.30 **Are handrails sturdy?**					
Comments					
3.31 **Are handrails free from rough edges?**					
Comments					
3.32 **Are standard guardrails provided wherever aisles or walkway surfaces are elevated more than 30" above any adjacent floor or the ground?**					
Comments					
3.33 **Are the building's access roads for EMS (emergency medical services) kept free of obstructions?**					
Comments					
3.34 **Are access walkways to the building for the EMS personnel kept free of obstructions?**					
Comments					
3.35 **Is there a designated assembly point?**					
Comments					
3.36 **Are each building's evacuation points set at a safe distance?**					
Comments					

4. UTILITIES / ELECTRICAL CONTROL

4.1 **Is the building equipped with gas shut-off valves?**					
Comments					

	STATUS				
	YES	W/B	S/A	NO	N/A
4.2 Are the gas valves marked?					
Comments					
4.3 Are the gas valves accessible?					
Comments					
4.4 Is the building equipped with shut-off switches for electricity?					
Comments					
4.5 Are the electrical switches marked?					
Comments					
4.6 Are the electrical switches accessible?					
Comments					
4.7 Do junction boxes close properly?					
Comments					
4.8 Are electrical cords in good condition, not frayed, etc?					
Comments					
4.9 Are extension cords located so they do not present a trip hazard?					
Comments					
4.10 Are electrical outlets overloaded?					
Comments					
4.11 Are electrical enclosures such as switches, receptacles, etc., provided with tight-fitting covers or plates?					
Comments					
4.12 Is storage around electrical equipment safely arranged?					
Comments					
4.13 Is all defective equipment appropriately marked?					
Comments					
4.14 Is all defective equipment taken out of service?					
Comments					
4.15 Is lighting adequate?					
Comments					
4.16 Are light fixtures operable?					
Comments					
4.17 Is the building equipped with steam shut-off valves?					
Comments					

	STATUS				
	YES	**W/B**	**S/A**	**NO**	**N/A**
4.18 Are the steam shut-off valves accessible?					
Comments					
4.19 Does the building have a back-up energy source?					
Comments					
4.20 Are rooms equipped with back-up lighting?					
Comments					
4.21 Are evacuation routes equipped with back-up lighting?					
Comments					

5. FIRE SUPPRESSION

	YES	W/B	S/A	NO	N/A
5.1 <u>Are the appropriate type of fire extinguishers:</u>					
5.1.1 Available in the correct number?					
5.1.2 Located in all appropriate places?					
5.1.3 Charged?					
5.1.4 Inspected annually?					
5.1.5 Free from obstruction?					
5.1.6 Visible?					
Comments					
5.2 <u>Are fire alarm pull stations:</u>					
5.2.1 In place?					
5.2.2 In a good state of repair?					
5.2.3 Free from obstruction?					
5.2.4 Visible?					
Comments					
5.3 Is there a sprinkler system?					
Comments					
5.4 Are the sprinkler heads free from obstruction?					
Comments					
5.5 Is there a fire hydrant located in the vicinity of the building?					
Comments					

6. SEVERE STORM / TORNADO SHELTER

	YES	W/B	S/A	NO	N/A
6.1 Is there a plan to provide shelter in an alternative facility in case of severe weather?					
Comments					

	STATUS				
	YES	**W/B**	**S/A**	**NO**	**N/A**
6.2 **Will this shelter accommodate the number and type of individuals designated or assigned to it?**					
Comments					
6.3 **Does the shelter provide adequate protection from severe storms/tornadoes/earthquakes**					
Comments					
6.4 **Are emergency evacuation routes communicated?**					
Comments					
6.5 **Are the appropriate shelter areas properly marked?**					
Comments					
6.6 **Is there a means of communication available in the shelter?**					
Comments					
6.7 **Is an alternate source of power available for the entire building or designated shelter area?**					
Comments					
6.8 **Is survival equipment (food, water, first aid equipment, blankets, flashlights) available in the shelter ?**					
Comments					

7. MANAGEMENT ISSUES

7.1 **Does the facility have an emergency preparedness and evacuation plan?**					
Comments					
7.2 **Are evacuation drills performed regularly?**					
Comments					

8. HOUSEKEEPING

8.1 **Are floor finishes in a good state of repair?**					
Comments					
8.2 **Is the building interior clean and orderly?**					
Comments					
8.3 **Are storage areas clean and orderly?**					
Comments					
8.4 **Is equipment properly stored?**					
Comments					

	STATUS				
	YES	**W/B**	**S/A**	**NO**	**N/A**
8.5 **Does furniture restrict egress from the building?**					
Comments					
8.6 **Is the outside of the building clearly marked with a name and number?**					
Comments					
8.7 **Are all rooms numbered?**					
Comments					
8.8 **Are cleaning materials stored in a secure cabinet or room?**					
Comments					
8.9 **Are elevated surfaces more than 30 inches above the floor or ground provided with a standard guardrail?**					
Comments					
8.10 **Are stairwells being used for the storage of materials?**					
Comments					
8.11 **Are flammable liquids appropriately stored?**					
Comments					
8.12 **Is the area free of an accumulation of combustible materials?**					
Comments					

9. BOMB THREATS

9.1 **Are telephones equipped with recording devices?**					
Comments					
9.2 **Are call-in Bomb Threat Checklists available at telephones?**					
Comments					
9.3 **Is a bomb threat procedure in effect?**					
Comments					
9.4 **Is an emergency contact list available?**					
Comments					
9.5 **Have prearranged signals been established to announce bomb threats?**					
Comments					
9.6 **Does the Facility Crisis Coordinator conduct threat assessments?**					
Comments					

	STATUS				
	YES	**W/B**	**S/A**	**NO**	**N/A**
9.7 **Are all rooms numbered?**					
Comments					
9.8 **Have bomb search teams been trained?**					
Comments					
9.9 **Are employees trained in letter/parcel bomb recognition?**					
Comments					
9.10 **Are withdrawal distances to evacuation assembly areas "safe" from bomb blast and fragmentation?**					
Comments					
9.11 **Has a Crisis Command Center been identified?**					
Comments					

10. SECURITY ISSUES

	STATUS				
10.1 **Does the organization have a written critical incident and business continuity plan?**					
Comments					
10.2 **Has an emergency procedures and evacuation plan been written and provided to employees with training?**					
Comments					
10.3 **Have backup plans for securing office space, equipment, etc. been developed?**					
Comments					
10.4 **Have integrated protocols with emergency services been developed?**					
Comments					
10.5 **Does every employee have a photo ID?**					
Comments					
10.6 **Does building security permit anyone on-site after hours without a current ID?**					
Comments					
10.7 **Are individuals who do not have a photo ID directed to security?**					
Comments					
10.8 **Are employees empowered/trained to challenge anyone on site to present their badge or call security/management?**					
Comments					

	STATUS				
	YES	**W/B**	**S/A**	**NO**	**N/A**
10.9 Are employee calendars maintained as well as client/guest sign-in logs?					
Comments					
10.10 Is mandatory security and response training in place for all receptionists?					
Comments					
10.11 Are panic alarms installed on each floor?					
Comments					
10.12 Have call-in procedures been established for after emergencies?					
Comments					
10.13 Are procedures in place for client contact after an emergency?					
Comments					
10.14 Are security escort procedures in place for employees working during "off" hours?					
Comments					
10.15 Have mail room procedures been evaluated?					
Comments					
10.16 Are procedures/protocol in place for family notification and grief counseling					
Comments					

_____   _____

Building Director/Representative   Date   **Evaluators   Date**

                                                          _____

                                                          Evaluators   Date

To receive an electronic copy of The Ten-Point Checklist for Emergency Preparedness please contact Dr. Susan M. Smith, Associate Professor of Safety & Health Education, Department of Applied Health Sciences at Indiana University, Bloomington by email smithsu@indiana.edu