

UNCP Checklist for Emergencies and Fire Protection

Use this checklist to ensure your workplace is ready to minimize potential catastrophe if a flame ignites.

Emergency Preparedness	
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are building evacuation drawings (indicating exit routes and assembly areas outside the building) up to date and posted near doorways? Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p>
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Do all employees understand their evacuation routes? Corrective action: _____ Person responsible: _____ Due date: _____</p> <p>Additional inspection requirements may apply according to local regulations.</p>
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are all fire doors to storage, telephone equipment, and power rooms in working order, unobstructed and closed? Corrective action: _____ Person responsible: _____ Due date: _____</p> <p>Open fire doors increase the speed at which fire spreads and allow smoke to circulate more freely, causing an increased risk to both occupants and equipment.</p>
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are emergency exits unlocked and accessible? Corrective action: _____ Person responsible: _____ Due date: _____</p> <p>Additional inspection requirements may apply according to local regulations.</p>
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are fire extinguishers installed in appropriate locations? Are extinguishers clearly marked and unobstructed by equipment or materials? Have the extinguishers been inspected within the past 12 months? Corrective action: _____ Person responsible: _____ Due date: _____</p> <p>ABC-rated dry chemical extinguishers are appropriate in most areas. They should each have attached inspection tags that indicate they have been inspected within the last 12 months.</p>

<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are hand-held extinguishers mounted on walls as opposed to being stored on the ground or in file cabinets? Do employees know how to use fire extinguishers?</p> <p>Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p> <p>OSHA requires portable fire extinguishers to be mounted on a wall. Extinguishers stored on the ground are likely to be moved and not replaced in the same location, causing the extinguisher to not be where expected when needed during an emergency.</p>
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Fire Protection

<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are wall, floor, and ceiling penetrations for cables, wires, pipes and mechanical systems (such as ductwork) sealed to prevent the spread of fire and smoke?</p> <p>Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p> <p>Sealed wall penetrations prevent the spread of fire and smoke from one room to another. Penetrations can be sealed with drywall, fire-retardant pipe seal or firestop pillows.</p>
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<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are flammable and combustible liquids stored in approved flammable storage cabinets?</p> <p>Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p> <p>Quantities of flammable and combustible liquids in excess of the following quantities should be stored in approved flammables storage cabinets: 25 gallons of Class IA liquids (flashpoint below 73 °F and boiling point below 100 °F)* 120 gallons of Class IB, IC, II or III (flashpoint below 73 °F and boiling point above 100 °F)*</p> <p>*Refer to the product's material safety data sheet (MSDS) or safety data sheet (SDS) to determine its flammability/combustibility class.</p>
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<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Are "No Smoking" signs posted in appropriate areas, and no smoking rules enforced?</p> <p>Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p>
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<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Have the facility's sprinkler and/or fire alarm systems been inspected in the past 12 months? Is the fire suppression system tagged to verify this inspection?</p> <p>Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p> <p>Additional inspection requirements may apply according to local regulations.</p>
<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>Do sprinkler heads have at least 18 inches of vertical clearance from material stored below?</p> <p>Corrective action: _____</p> <p>Person responsible: _____ Due date: _____</p> <p>This clearance is required by OSHA and is necessary for proper functioning of the sprinkler system.</p>



ENVIRONMENTAL HEALTH AND SAFETY

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