Exit and Evacuation Audit Checklist

If an evacuation is necessary, how will employees exit your facility?

- Proper signage depicting exits and exit routes is mandated by the International Building Code (IBC) and the Occupational Safety and Health Administration.

- Use the facility audit checklist to uncover potential gaps in your safety plan that should be promptly addressed.

- Be sure to work with your Local Fire Authority to ensure that your business is fully compliant with the fire inspector's interpretation of the regulations.

Regulations

- NFPA 101 Life Safety Code
- OSHA 29 CFR Part 1910.33 – 1910.39 Exit Routes, Emergency Action Plans & Fire Prevention Plans
- OSHA 29 CFR 1910.157 Fire Extinguishers

The following items represent components of a Best-Practices Exit Strategy:

Exits and Exit Pathways

- ☐ Each final exit door leading outdoors is marked with an "EXIT" sign that is UL listed.

- ☐ Each exit sign is in good condition and adequately illuminated.

- ☐ Each doorway or passage in the exit route that is not an exit door is marked by a sign "NOT AN EXIT" or a sign indicating its actual use.

- ☐ Where an exit cannot be seen from all directions when standing, exit routes are clearly marked with a sign every 100 feet from the exit.

- ☐ Directional signs that appear in exit routes are clearly not obscured and visible at all times from all locations.

- ☐ Aisles and passageways are kept clear and free of obstructions that could create a hazard or impede movement.

Call our experts at 800-243-6624, or visit seton.com

Alarms and Procedures

☐ Emergency exit maps are displayed in prominent locations.

☐ Evacuation Procedure signs are posted for easy reference.

☐ Signs indicating the locations of Sprinkler Valves are posted for emergency personnel.

☐ Emergency Flashlight Centers providing access to flashlights in dark conditions.

☐ Emergency Information Centers containing written fire prevention and emergency action plans and are available to all employees.

☐ Alert employees of an emergency with alarm signals that are distinct and recognized by all employees.

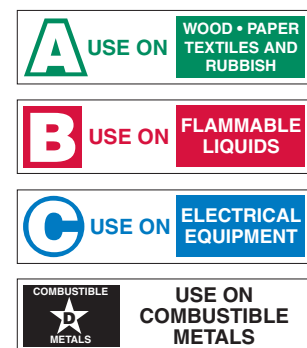☐ Fire alarms are identified by a prominent "Fire Alarm" sign above the alarm.

Post-Evacuation Assembly and Shelter-In-Place

☐ The locations of designated assembly areas have been identified and communicated to employees.

☐ Signs are posted outside of the facility indicating evacuation assembly areas.

☐ The locations of safe shelters have been identified and communicated to employees.

☐ The appropriate signage is used to identify safe shelters.

☐ Safe shelters are stocked with emergency supplies, including a first-aid kit, flashlights and batteries, nonperishable food and bottled water.

Portable Fire Extinguishers

☐ Portable Fire Extinguishers are located throught the facility, and authorized employees are trained annually in the general principals of fire extinguisher use.

☐ Fire Extinguishers are mounted on brackets or in wall cabinets with the carrying handle placed 3-1/2 to 5 feet above the floor.

☐ Clearly visible signs are placed above the fire extinguishers to readily identify them from a distance.

☐ Display critical status and inspection updates with fire extinguisher tags to ensure your extinguisher is in working order.

☐ Visually inspect monthly.

☐ Perform monthly maintenance.

A USE ON WOOD • PAPER TEXTILES AND RUBBISH

B USE ON FLAMMABLE LIQUIDS

C USE ON ELECTRICAL EQUIPMENT

D COMBUSTIBLE METALS — USE ON COMBUSTIBLE METALS

The most common type of workplace fire extinguisher is the ABC fire extinguisher which can be used to control Class A, B, or C fires. These fire extinguishers are designed to extinguish fires from commonplace combustibles such as wood, paper, textiles, and rubbish; flammable liquids; and electrical equipment.

Call our experts at 800-243-6624, or visit seton.com

SSETON