

SAFE SPACE CHECKLIST

THE MEETING ROOM

YES NO

- Large enough?
- Well heated or cooled? (between 62°F and 70°F)
- Well ventilated?
- Dry?
- Clean?
- Windows in good condition?
- Floor in good condition?
- Adequate lighting?
- Hand-washing facility?
- Clean toilet facility?
- Sanitary drinking facility?
- Emergency flashlights on hand?
- First-aid kits on hand?

EXITS

YES NO

- Two or more emergency exits available?
- Unlocked and easily accessible?
- Sufficiently far apart?
- Crash bar on doors?
- Exit signs installed?
- Exit signs lighted?
- All doors swing out?

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IF THE ROOM IS ABOVE FIRST FLOOR

YES NO

- Close to stairs (less than 100 feet)?
- Doors and stairs unobstructed, litter free?
- Stairs in good repair?
- Stair handrail provided?
- Stairway lighted?
- Stairs wide enough for two persons?
- Carpets or treads secure?
- Stairway enclosed?
- Enclosures fitted with fire doors?
- Outside fire escape installed?
- Fire escape in good repair?
- Fire escape used for fire drills?

FIRE PROTECTION

YES NO

- Portable extinguisher available and properly located?
Extinguisher is suitable for the following types of fires?
- A. Ordinary combustibles?
- B. Flammable liquids?
- C. Electrical equipment?
- Extinguisher ready to use? (should be tagged to show inspection within one year)
- Any hazard from rubbish or flammable materials?
- Any hazard from oily rags or mops? (spontaneous combustion)
- Smoke alarm system installed and tested?
- Heating system inspected within a year?
- Walls, ceilings, floors protected from stoves or pipes overheating?
- Open fireplaces protected by screens?
- Electric wiring, switches, extension cords in good repair?
- Accessible telephone in building?
- Fire department number posted?
- Location of nearest fire alarm known to all members?
- Alarm procedures taught to members?

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FIRE DRILL

YES NO

- Has the unit an organization plan for conducting fire drills?
- Is a fire plan posted on the unit bulletin board?
- Are fire evacuation drills practiced frequently?
- Was a drill demonstrated or taught to members at inspection time?
- Are members able to evacuate building if filled with smoke or if lights go out?
- Do training drills include use of alternate exits?
- Are members trained in home fire safety plan and exit drill?