

Environmental Health and Safety

Walk-Through Evacuation Drill Checklist

Purpose

Conducting fire alarm/evacuation drills can be disruptive to building activities and potentially dangerous in areas where hazardous operations are occurring. This Walk-Through Evacuation Drill Checklist can be used by departments in lieu of conducting a fire alarm/evacuation drill. This checklist should be used at least once a year, should involve the department administrator and evacuation coordinators, and should be available for review by state and university safety inspectors.

Checklist:

Primary and alternate evacuation coordinators identified by name and phone number (refer to unit emergency response plan):

Primary: _____

Alternate 1: _____

Alternate 2: _____

Starting at top floor of building; simulate activation of the building fire alarm.

1. Corridors and stairwells:

A. Is an evacuation route posted on each floor?

Yes _____ No _____ Some _____

B. Are the primary and secondary exit routes clear?

Yes _____ No _____ Some _____

C. Are corridors and stairwells kept clear (see APM 35.27)?

Yes _____ No _____ Some _____

D. Are manual pull stations, fire alarms, and strobes accessible and visible?

Yes _____ No _____ Some _____

E. Are fire extinguishers accessible and visible?

Yes _____ No _____ Some _____

F. Has an evacuation assembly point been identified (refer to unit emergency response plan)?

Yes _____ No _____ Some _____

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G. In case of severe weather, has an alternate evacuation point been identified that is sheltered from the weather (e.g., another building, etc.)?

Yes _____ No _____ Some _____

H. Have the types of activities been identified that take place on each floor - classrooms, laboratories, shops, storage areas, meeting rooms, etc?

Yes _____ No _____ Some _____

Comments on corridors and stairwells:

2. Visit each space/room and determine if:

A. Are manual pull stations, fire alarms and strobes are accessible and visible?

Yes _____ No _____ Some _____

B. Are fire extinguishers accessible and visible?

Yes _____ No _____ Some _____

C. Can occupants safely exit from the space?

Yes _____ No _____ Some _____

D. Are occupants aware of procedures they should follow in the event of an emergency?

Yes _____ No _____ Some _____

Comments on individual spaces/rooms:



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3. Visit the laboratories and shops and determine if:

A. Are procedures in place to safely shut down operations, experiments, and equipment prior to evacuating?

Yes _____ No _____ Some _____ NA _____

Comments on laboratories and shops:

4. Disability Assistance

A. Are there identified persons with disabilities, including those with mobility, hearing, or visual impairments, that may need assistance during an evacuation?

Yes _____ No _____

If so, are procedures in place to provide assistance, if necessary?

Yes _____ No _____

B. Are there people identified to check Evacuation Assistance Areas?

Yes _____ No _____ Some _____

Comments on corridors and stairwells:

Inspection conducted by:

Inspection Date: _____

