



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.



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.



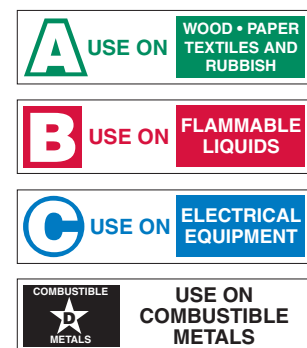
Post-Evacuation Assembly and Shelter-In-Place

- ☐ 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 throughout 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.



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.