# Fire Drill Safety Checklist

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| **Department:** |  |
| **Bldg/Floor Area(s) Inspected:** |  |
| **Inspected by:** |  |
| **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Checkpoint** | **Yes** | **No** | **N/A** |
| Are corridors and stairways unobstructed? |  |  |  |
| Are exits doors unobstructed? |  |  |  |
| Can exit doors be unlocked from inside with one motion? |  |  |  |
| Is exit to outside unobstructed? |  |  |  |
| Are fire doors kept closed and latched? |  |  |  |
| Are exit signs illuminated where required? |  |  |  |
| Are emergency lights provided where needed? |  |  |  |
| Is emergency lighting operational? |  |  |  |
| Are fire alarm pull stations visible and accessible? |  |  |  |
| Can fire alarms be heard in all parts of the building? |  |  |  |
| Are extinguishers and/or Fire Safety Cabinets visible and access unobstructed? |  |  |  |
| Are fire extinguishers installed properly? (ie. not sitting on the floor, counter) |  |  |  |
| Is exit signage adequate? |  |  |  |
| Is exit signage visible? |  |  |  |