

Fire Safety Plan Checklist

Evacuation Drawings	YES	NO	NA
■ Main route out of building			
■ Alternate route out of building (in different color)			
■ Legend on each drawing			
■ Dot or X to mark "you are here"			
Drawings for "Fire Safety Systems Maintenance Information" binder			
■ Site Plan (in section C)			
■ Drawings of School with pull stations, fire extinguishers, etc (in section C)			
Chemicals			
■ List of all cleaning and lab chemicals (in fire safety bag)			
■ MSDS sheets for all chemicals in a binder - usually at the OHS board (updated every 3 yrs)			
Fire Drills			
■ Logs have been signed for the 6 mandatory fire drills			
■ Daycares have signed the log for the 10 mandatory fire drills			
Community Use of Schools (after school programs, religion classes, etc.)			
■ Have been notified of the fire safety plan (section 2.9 of the Principals Guide)			
■ • Has this notification been documented			
■ Each group has a registration list with them in case of fire			
■ Class leader explains to each class where the emergency route are located and how to reach them			