



EMERGENCY PREPAREDNESS PLAN

**J. Sargeant Reynolds Community College
College Safety Division
February 2, 2010**

J. Sargeant Reynolds
Community College



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EMERGENCY PREPAREDNESS PLAN

PURPOSE

The purpose of this **Emergency Preparedness Plan (EPP)** is to establish emergency procedures and plans at J. Sargeant Reynolds Community College to provide protection to the lives, property and operations through the effective use of State, College, county and local resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations. The establishment of this plan is federally mandated under Presidential Directive No. 5 for ICS (Incident Command System)

This program applies to all college facilities that have the potential for emergency situations, including but not limited to, building evacuations, severe weather, medical emergencies, and earthquakes. If you become aware of an emergency related incident please call the college's Police Communications Center at -5911 (from any college IP phone system). Use of an analog or cell phone, the entire number must be dialed - 523-5911. Emergency contact may also be made by using the Code Blue phones which are located throughout the campus grounds at all campus locations.

IN THE EVENT OF AN EMERGENCY SITUATION, THE PRIORITY IS THE SAFE AND ORDERLY EVACUATION OF PEOPLE. Items such as vehicles, equipment, furniture and personal belongings are not a part of the initial evacuation process.

The highest priority during an emergency is the preservation of Life or Life Safety for yourself, your team (coworkers) and the customer (students and general public).

SITE DESCRIPTION

J. Sargeant Reynolds Community College is comprised of three campus locations, one leased facility and a Central Administration facility. The three campus locations are: Parham Road Campus located at 1651 East Parham Road, Downtown Campus (including a parking deck) located at 700 East Jackson Street and the Western Campus located in Goochland County at 1851 Dickinson Road. The Central Administration facility is located at 1701 East Parham Road. The college's leased facility is at North Run located at 1634 East Parham Road.

DEFINITIONS

Emergency: Any **unplanned** event that can cause death or injury to employees, students, or the public or that can shut down business, disrupt operations, or cause physical or environmental damage.

Evacuation Route: The shortest path from an effected area to an area of safety, a shelter area, or a location out of the building.

Area of Rescue: Designated stairwell(s) used as a temporary staging area for disabled/handicapped individuals during egress.

Post Incident Review: A meeting held within 10 business days after any emergency situation to critique and documents the event. The Safety Manager will email all required attendees.

RESPONSIBILITIES

Management of the Emergency Preparedness Plan (EPP): Safety Manager

The Safety Manager is responsible for:

- Submitting the Emergency Preparedness Plan to the Executive Cabinet for approval and adoption.
- Issuing, updating and administering this program and making sure it satisfies all applicable federal, state, and local requirements.
- Maintaining a master copy of all emergency call lists and update quarterly. (Addendum B)
- Providing initial and periodic training on emergency preparedness to employees and maintaining training records. (Addendum E)
- Providing initial and periodic training to identified staff on the proper use of fire extinguishers and maintaining training records.
- Scheduling and coordinating regularly scheduled emergency drills. (Addendum C)
- Auditing the emergency action plan to assure its continued effectiveness.
- Coordinating Emergency Assessment Studies as necessary. (Addendum A)
- Maintaining a master copy of the Emergency Equipment List. (Addendum D)
- Initiating and conducting a Post Incident Review following each emergency situation. Maintaining copies of all Post Incident Review documentation.

Key College Administrators

The Key College Administrators (College President, Executive Vice President, and Vice President of Finance and Administration) are responsible for:

- Working closely with the Chief of Police and other essential emergency personnel to determine the risk of emergencies that may be anticipated (storms, floods, etc.).
- Making the decision regarding when the institution closes and if closed, when it shall reopen.
- Maintaining regular communications with the other Executive Cabinet members regarding the status of any emergency.
- Maintaining communications with the Director of Marketing and Public Relations regarding information to be shared with the media.
- Assisting in Post Incidents Review sessions as necessary.

The Emergency Coordinator: Chief of Police, College Police and Security Services Department

The Chief of College Police and Security is responsible for:

- Coordinating all emergency response actions at the college.
- Activating the JSRCC Emergency Command Post.
- Maintaining communications with the Vice President of Finance and Administration or his designee during all emergency situations.
- Developing emergency call lists for police/security staff.
- Interfacing between outside emergency responders and college personnel.
- Verifying that all faculty, staff, students and visitors have left the building during emergencies that require building evacuation.
- Verifying that all faculty, staff, students and visitors have been evacuated to designate shelter areas during emergencies that require shelter evacuation.
- Assessing the need for outside emergency responders and making the appropriate notification thereof.
- Coordinating the disaster response with outside emergency responders.
- Initiating the college's post-emergency actions.

- Broadcasting an “**All Clear**” notice to employees declaring that normal operations may be resumed or providing other specific instructions to follow.
- Assist in coordinating and auditing emergency drills.
- Assisting in conducting Emergency Assessment studies as necessary.
- Verifying that all designated emergency equipment has been checked, tested and in place for use.
- Assisting with all Post Incident Review sessions.

Evacuation Leaders: Police Lt., PRC Police Sgt., DTC Police Sgt., WC Lead Police Officer, Parking Deck Manager

The Evacuation Leaders are responsible for:

- Knowing and understanding the appropriate emergency response at all facilities.
- Understanding specific actions to be taken in their departments in response to various emergencies, including equipment shutdowns.
- Assuring that employees in their departments know what to do in case of emergencies.
- Accounting for faculty, staff, students and visitors during evacuations or shelter situations.
- Directing faculty, staff, students and visitors to proper evacuation routes and exits as required.
- Inspection and location of all police/security related emergency equipment and completion of the Emergency Equipment List.
- Verifying that all emergency related equipment and signage is checked, tested and ready for use including fire extinguishers and room evacuation signage.

- Participating in Post Incident Review sessions as necessary.
- **NOTE:** The Parking Deck Manager will have the primary responsibility of evacuation of the parking deck.

Emergency Medical Team: Police Lt., PRC Police Sgt., DTC Police Sgt., WC Lead Police Officer:

The Emergency Medical Team is responsible for:

- Responding to medical emergencies in the facility and providing initial emergency first aid or CPR.
- Assessing the need for outside emergency responders.
- Contacting the outside emergency responders and directing them to the accident scene at the facility.
- Complying with the college's Bloodborne Pathogens Exposure Control Plan.

Director, Facilities Management

The Director of Facilities Management & Planning is responsible for:

- Assisting in conducting Emergency Assessment Studies as necessary.
- Conducting all testing and inspection of alarm and fire suppression systems at all facilities and maintaining documentation of such.
- Assessing facility or grounds areas and conditions and advising Emergency Coordinator of appropriate action required.
- Inspection and location of all facility related emergency equipment and completion of the Emergency Equipment List.
- Assisting in Post Incident Review sessions as necessary.

Staff: Facilities Maintenance, Custodial Services and Grounds

The above named Facilities staff is responsible for:

- Reporting to the master alarm system area at the specific campus location at the onset of an emergency.
- Assisting in both facility and shelter type evacuation procedures as assigned by Evacuation Leaders.
- Assisting in Post Incident Review sessions as necessary.

Director of Marketing & Public Relations

The Director of Marketing & Public Relations is responsible for:

- Maintaining and revising the college's Crisis Communication Plan.
- Responding to all media related inquiries regarding the college and the emergency situation.
- Assisting in Post Incident Review sessions as necessary.

Director, Human Resources

The Director of Human Resources is responsible for:

- Orientation of new hires.
- Assisting in Post Incident Review sessions as necessary.

Managers, Supervisors and Faculty

Managers, Supervisors and Faculty are responsible for:

- Assuring that employees in their departments are trained on the correct actions to take in the event of an emergency.
- Accounting for their employees and or students during an evacuation.
- Assisting if requested during emergency situations.
- Initiating First Report of Accident form for employees who sustain injuries or illnesses during the emergency.
- Assisting in Post Incident Review sessions as necessary.

Employees

Employees are responsible for the following:

- Attending a mandatory Emergency Preparedness Training session within 30 days from date of hire.
- Knowing what to do in case of an emergency.
- Participating in all emergency training and drills.
- Assisting if requested during emergency situations.
- Completing a First Report of Accident form when an injury or illness is sustained during the emergency.
- Assisting in Post Incident Review sessions as necessary.
- Assisting in the evacuation process as needed by accounting for co-workers, students, staff and visitors under their supervision.

PROGRAM ACTIVITIES

- Potential emergencies occurring at the college are:
 - Fires
 - Bomb Threats
 - Severe Weather
 - Medical Emergencies
 - Chemical Spills
 - Power Outages
 - Equipment Failures
 - Aircraft Disasters
 - Active Shooter
 - Other Law Enforcement Situations

Equipment

- Equipment kept for emergencies will be inspected on a monthly basis to assure its availability and suitability for use.
- An emergency weather radio will be located at the college's Police Communication Center.
- The emergency weather radio will be monitored for emergency weather information/conditions by the college's Police Communication Center or the on-duty Police/security officer.
- Equipment for emergencies is listed on the emergency equipment list and provided to appropriate personnel.
- Locations for emergency equipment will be identified on the facility emergency response list.

Emergency Drills

- Drills that simulate evacuation of employees due to fire or movement of employees to shelter areas due to severe storms or tornadoes or other incidents will be conducted at each college facility according to the following timetable:
 - Evacuation and shelter area drills will be performed at each college location at least twice a calendar year.
 - Written documentation of the performance of each drill will be monitored by the Safety Manager and Emergency Coordinator.

Shelter Areas

- Shelter areas suitable for refuge during severe weather will be established at all college facilities.
- The shelter location for each facility is as follows unless otherwise directed:
 - **PRC** – Dimitri & Maggie Georgiadis Hall, The Gallery
 - **DTC** – Auditorium
 - **WC** – Community Room
 - **CAB** – First Floor Conference Room
 - **North Run** – Auditorium

NOTE: Alternate shelter locations may be identified and announced based on the specific emergency circumstance.

Evacuation

- Exits and evacuation routes are established for each building location.
- Specific evacuation routes will be posted in all potential occupied areas at the college.
- NOTE: In the event of an alarmed emergency, elevators are designed to descend to the ground level and lock down. **DO NOT ATTEMPT TO USE ELEVATORS DURING ALARMED EMERGENCY SITUATIONS.**

Evacuation of Disabled/Handicapped Individuals

- Areas of Rescue for Disabled/Handicapped Individuals are the designated stairwell areas at each facility.
- During an evacuation event, these individuals should be assisted to the closest stairwell. If on a ground level, they should be assisted outside of the facility to a safe location.
- When a handicapped individual remains in a stairwell (Area of Rescue), it is necessary for the responsible party to notify college Police/security, facilities staff or other emergency personnel of the individual's location and situation.
- In the event of evacuation, emergency responders along with campus Police/security will utilize the stairwells for entry and exit purposes. Additionally, college Police/security will conduct searches of the stairwell areas as well as the entire facility.
- Safe removal of disabled/handicapped individuals from Areas of Rescue is the primary responsibility of the emergency responders ie, college Police/security and Fire and Rescue.

- Stairwells are the safest place for evacuation of a disabled/handicapped person.

Alarm Systems for Evacuation of Facility

- Notification of building emergencies which require exterior evacuation of the facility will be communicated via the fire alarm systems at each college location, if appropriate.
- PRC facility alarm includes a voice address system which may also be used during the evacuation process.

Notification of Evacuation to Facility Shelter Area Locations:

- Notification of internal facility shelter evacuation emergencies will be via the voice address system at the PRC, if appropriate; and by “word of mouth” at all other locations.
- Campus police/security and other designated staff will canvas the facilities to make manual notification and instructions regarding the emergency evacuation to designated shelter area.

Fire Prevention

- Supervisors and managers will identify hazards within their departments and take appropriate preventive actions.
- All employees are responsible for reporting fire hazards to supervisors and the Safety Manager immediately.

- Each department will conduct a quarterly fire hazard inspection as part of its safety audit. A sample Fire Prevention Inspection Checklist is attached in Addendum H for your revision and use.

Fire Extinguisher Training

- Identified key employees will be trained in the proper operation of college maintained fire extinguishers.
- Only trained personnel should engage in the operation of a fire extinguisher.
- Training records will be maintained by in the Safety Office.

Training

- All employees will be oriented to the appropriate emergency response procedure within a reasonable timeframe from their date of hire.
- All employees will participate in periodic refresher training. Also, an on-line training session is available on the Professional Development website.
- The Emergency Preparedness Plan will be posted on the college's Police and Security Services website.
- The Emergency Coordinator and all key evacuation response personnel will be trained at least annually on appropriate responses within the workplace.

REPORTING AN EMERGENCY

To ensure the safety of all college employees and facilities, all emergencies must be reported immediately.

1. To report an emergency, call the college's Police Communication Center by dialing -5911 from any college IP phone system.

2. Provide the following information to the Police/security officer:
 - Your name and telephone number.
 - Exact location of the incident (building and room number, if applicable).
 - Description of what is happening.
 - Any other relevant information.
3. Do not hang up the telephone until the officer has indicated that you have provided all the necessary information.

DURING THE EMERGENCY

- Remain calm.
- Account for your staff or students.
- Account for movements and activities during the event.
- Report locations of any handicapped individuals or any other person needing assistance.
- Allow emergency responders to provide verified information.
- Contact Police and Security Services Communications **ONLY** if you have additional information regarding the ongoing event or to report any additional emergency situation that you encounter.

FOLLOWING THE EMERGENCY

- When it has been determined that the threat is over and it is safe to return to normal operations, the Emergency Coordinator shall broadcast an “**ALL CLEAR**”. Please only respond to an “All Clear” given by the college’s Emergency Coordinator or his designee; not outside emergency response personnel.
- The Emergency Coordinator will notify the Vice President of Finance and Administration that the college should resume normal operations and it is safe to resume duties.
- It shall be the responsibility of Police and Security Services and facilities personnel to check for potential hazards in the classrooms and work areas prior to resuming normal operations. Faculty and staff should assist by contacting security if any of the following hazards are observed:
 - Broken glass and other sharp objects
 - Electrical wires
 - Malfunctioning equipment/electrical shortages
 - Chemical hazards
 - Objects obstructing passage
- Emergency hazards should be immediately reported to the College Police Communication Center by dialing -5911. No attempts to repair these hazards should be made without prior approval from an officer. It shall be the responsibility of the Director of Facilities Management and Planning to coordinate salvage activities if it is determined this is necessary.

Emergency Preparedness Plan Addendum A: Emergency Assessment Form

Directions:

This form is used to assess an emergency that may occur at the college. Use this form to determine the potential problems that the emergency may pose, the type of equipment needed to respond to the emergency, critical information needed at the time of the emergency, and any special skills or knowledge needed to effectively respond to the emergency.

Potential Emergency: _____

Potential problems caused by the emergency: _____

Equipment needed to respond to the emergency: _____

Resources to contact in the event of an emergency:

Company	Contact	Phone Number

Skills needed to respond to emergency: _____

Knowledge needed to respond to emergency: _____

Emergency Preparedness Plan Addendum B: Emergency Call List

**This page not for public distribution.

Emergency Preparedness Plan Addendum C: Emergency Drill Evaluation Report

Type of drill: _____

Date of drill: _____

Time drill started: _____ Time drill concluded: _____

If drill was to simulate an evacuation, how long did evacuation take:

Time alarm sounded: _____

Time when all employees were evacuated and accounted for _____

Total evacuation time _____

If the drill was for an interior/shelter evacuation emergency, describe the purpose of the drill:

Give a narrative to assess the drill including what went well and what needs improvement:

Emergency Preparedness Plan Addendum F: Emergency Response Information

General Procedures

Assess the emergency. Determine the appropriate response.

Fire Emergency or Building Evacuation

1. Sound the local alarm (i.e., activate fire alarm via pull station, contact Police and Security Services, notify supervisor and Safety Manager).
2. Shut down equipment as necessary.
3. Leave the building via designated evacuation routes.
4. Assemble at meeting point at least 300 feet from the facility.
5. Account for people in building.
6. Remain outside building until told it is safe to reenter.

Medical Emergency

1. Shout for help to alert nearby employees.
2. Assess the medical emergency. Determine type of injury or illness.
3. Contact Police and Security Services at -5911.
4. Assist emergency responders if needed.
5. Complete a college accident investigation report.
6. If required, initiate a First Report of Accident form and or a medical emergency offense report.

Severe Weather

1. Stay away from windows or outside doors.
2. Shut down equipment as necessary.
3. Seek shelter inside the building in designated shelter area or in the as specified location.
4. Account for people in building shelter areas.
5. Stay in shelter areas until "all-clear" signal is given.
6. Be aware of potential hazards from downed electrical line and structural damage.

Earthquake

1. Keep calm. Stay indoors.
2. Take cover under a sturdy piece of furniture or counter, and brace yourself against an inside wall or heavy framed doorway.
3. Protect your head and neck. Stay away from glass, windows, outside doors, or loose items that could fall.
4. After the earthquake, stay away from windows, skylights, and items that could fall. If evacuation is necessary, use stairways to leave the building. Do not use elevators.
5. Be aware of potential hazards from broken gas lines, downed electrical lines, and structural damage.
6. Account for all people in the building.

Chemical Spill

1. Confine the hazard. Close doors and restrict access to the area. Do not attempt to clean up the spill unless trained to do so. If spilled material is a flammable liquid, shut down or eliminate sources of ignition.
2. Immediately report the spill to college Police/security, your supervisor and the Safety Manager.
3. Evacuate nonessential personnel from the area. Assist any injured personnel. Keep bystanders from entering the spill area.
4. Do not reenter the building until told to do so by the Emergency Coordinator.

Aircraft Disaster - Aircraft crash into or near a college facility

1. Immediately notify college Police/security who will then notify the appropriate authorities.
2. Utilize the appropriate emergency exit plan to maximize the safety of staff and students.
3. Account for all building occupants and determine the extent of injuries.
4. Assist emergency response personnel as needed.
5. Remain in designated area until authorized to disband.

Bomb Threat

If you receive a telephone threat, bomb threat, etc:

1. Remain calm.
2. Listen carefully and try to keep the caller talking so that you can gather as much information as possible. Take notes (refer to the Staff Emergency Procedures Flipchart). Be polite and show interest.
3. If possible, write a note to a co-worker to call Police and Security Services or notify them as soon as the caller hangs up. Relay as much information as possible.
4. Do not call the local police. Police and Security Services will notify the proper authorities.
5. Remain available to assist with any information requested. Have your notes available to ensure correct information.
6. Be guided by Police and Security Services. If evacuation is ordered, proceed as instructed.

If you receive a written threat, suspicious parcel or if you find a suspicious object anywhere on the premises:

1. Remain calm.
2. Keep anyone from handling it or going near it.
3. Notify Police and Security Services IMMEDIATELY.
4. Do not call the local police. Police and Security Services will notify the proper authorities.
5. Promptly assist as requested in as much detail as possible.
6. Do not discuss the threat with anyone.
7. Be guided by Police and Security Services. If evacuation is ordered, proceed as instructed.

Active Shooter

I. If you are involved in a situation where someone has entered the area and started shooting, the following are a list of recommended actions:

1. If safely possible, exit the building immediately, and run to a place of cover.
2. Notify anyone you may encounter to exit the building immediately.
3. Notify the Police by calling 911 or if using a JSR phone call 5911 for emergency assistance.
4. Give the 911 Operator the following information:
 - *Your name*
 - *Your location*
 - *Location of the incident (be as specific as possible)*
 - *Number of shooters (if known)*
 - *Identification of shooter(s) (if known)*
 - *Description of shooter or shooters*
 - *Number of shooting victims, their condition and their location*

II. If you are unable to safely exit the building, the following actions are recommended:

1. Go to the nearest room or office.
2. Close the door, lock if possible or block the door with an inanimate object such as a desk or chair and stay low.
3. Cover the door windows if possible.
4. Keep quiet and act as if no one is in the room.
5. **DO NOT** answer the door.
6. Notify the Police by calling 911 or if using a JSR phone call 5911 for emergency assistance.
7. Give the 911 Operator the following information:
 - *Your name*
 - *Your location*
 - *Location of the incident (be as specific as possible)*
 - *Number of shooters (if known)*
 - *Identification of shooter(s) (if known)*
 - *Description of shooter or shooters*
 - *Number of shooting victims, their condition and their location*

III. If for some reason you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.

1. You can try to hide, but make sure it is a well hidden space or you may be found as the intruder moves through the building looking for victims.
2. If you think you can safely make it out of the building by running, and then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s). Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
3. If you are unable to run or hide, you may choose to play dead if other victims are around you.
4. The last option may be to fight back. This is dangerous, but depending on your situation, this could save your life. Most objects, such as pens, pencils, chairs and even rolled up magazines can be used as weapons.
5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
6. Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once circumstances are evaluated by the police, they will give you further directions to follow.

Finally – Plan ahead and always be aware of your surroundings!

Emergency Preparedness Plan Addendum G: Evacuation Assignment List

Emergency Coordinator: Chief of Police & Security Services		
Assistant Emergency Coordinator 1: Campus Police Lieutenant		
Assistant Emergency Coordinator 2: Police Sergeant		
Department/Building Area	Leader #1	Leader #2
DTC	Chief of Police	Campus Police Lt. DTC Police Sgt.
PRC	Chief of Police	Campus Police Lt. PRC Police Sgt.
WC	Chief of Police	Campus Police Lt. WC Lead Police Officer
CAB/Warehouse	Chief of Police	Campus Police Lt. PRC Police Sgt.
North Run	Chief of Police	Campus Police Lt. PRC Police Sgt.

Emergency Preparedness Plan Addendum H: Fire Inspection Checklist

	Initials: _____ Date: _____			
General Work Environment	Yes	No	N/A	Comments
Is your local fire department well acquainted with your facilities, its location, and specific hazards?				
If you have a fire alarm system, is it certified as required?				
If you have a fire alarm system, is it inspected annually?				
Are fire doors and shutters in good operating condition?				
Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?				
Are fire doors and shutter fusible links in place?				
Are sprinkler heads protected by metal guards, when exposed to physical damage?				
Is an 18" clearance maintained below sprinkler heads?				
Are fire extinguishers mounted in readily accessible locations?				
Are fire extinguishers recharged regularly and noted on the inspection tags?				
Are fire extinguishers checked monthly when flammables or chemical are present?				
Are fire extinguisher locations identified by signage?				

Are all worksites clean and orderly?				
Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?				
Are accumulations of combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings, etc.?				
Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?				
Are covered metal waste cans use for oily and paint-soaked waste?				
Are paint spray booths, dip tanks, etc., cleaned regularly?				
Are fire watcher assigned when welding or cutting is performed in locations where a serious fire might develop?				
Before hot work is begun, are used drums, barrels, and other containers thoroughly cleaned so that no substances remain that could explode, ignite, or produce toxic vapors?				
Walkways	Yes	No	N/A	Comments
Are aisles and passages kept clear?				
Are changes of direction or elevations readily identifiable?				
Exits or Egress	Yes	No	N/A	Comments
Are all exits marked with an exit sign and illuminated by a reliable light source?				
Are the directions to exits, when not immediately apparent, marked with visible signs?				

Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "Not an Exit," "To Basement," "To Storeroom," etc.?				
Are exit signs provided with the word "Exit" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?				
Are exit doors side-hinged?				
Are all exits kept free of obstructions?				
Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?				
Are there sufficient exits to permit prompt escape in case of emergency?				
Do exit doors open outward, to a level surface or stairs?				
Are emergency lights provided and inspected?				
Do all exits operate during a power failure?				
Are exits checked regularly for blockage from outside?				
Exit Doors	Yes	No	N/A	Comments
Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?				
Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?				

Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?				
Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of exit traffic?				
Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if its padlocked or otherwise locked on the outside?				
Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping in the path of traffic?				
Spraying Operations	Yes	No	N/A	Comments
Is adequate ventilation assured before spray operations are started?				
Is mechanical ventilation provided when spraying operations are done in enclosed areas?				
Is the spray area free of hot surfaces?				
Is the spray area at least 20 feet from flames, operating electrical motors, and other ignition sources?				
Do solvents used for cleaning have a flash point of 100 degrees F or more?				
Are fire control sprinkler heads kept clean?				
Are "No Smoking" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?				
Is the spray area kept clean of combustible residue?				

Are spray booths constructed of metal, masonry, or other substantial noncombustible material?				
Are spray booth floors and baffles noncombustible and easily cleaned?				
Is the spray booth completely ventilated before using the drying apparatus?				
Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?				
Are the electric motors for exhaust fans placed outside the booths or ducts?				
Are belts and pulleys inside the booth fully enclosed?				
Do ducts have access doors to allow cleaning?				
Do all drying spaces have adequate ventilation?				
Flammable and Combustible Materials	Yes	No	N/A	Comments
Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?				
Are approved and labeled containers and safety cans and tanks used for the storage and handling of flammable and combustible materials?				
Are all connections on drums and combustible liquid piping, vapor and liquid tight?				
Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tank, pans, etc.)?				
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?				

Do storage rooms for flammable and combustible liquids have explosion-proof lights?				
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?				
Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?				
Are "No Smoking" signs posted on liquefied petroleum tanks?				
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?				
Are all solvent wastes, and flammable liquids, kept in fire-resistant, covered containers until they are removed from the worksite?				
Are fuel gas cylinders and oxygen cylinders separated by a 20 foot distance, or by fire-resistant barriers, while in storage?				
Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of inside storage areas for such materials?				
Are extinguishers free from obstructions or blockage?				
Are "No Smoking" signs posted where appropriate in areas where flammable or combustible materials are used or stored?				
Are all spills, of flammable or combustible liquids cleaned up promptly?				
Are "No Smoking" rules enforced in areas involving storage and use of hazardous materials?				
Electrical	Yes	No	N/A	Comments
Are multiple-plug adaptors prohibited?				

Are extension cords prohibited from being run through doors and windows?				
If you have any electrical installations in hazardous dust or vapor areas, do they meet the National Electrical Code (NEC) for hazardous locations?				
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?				
Are flexible cords and cables free of splicing or taps?				
Fueling	Yes	No	N/A	Comments
Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?				
Are fueling operations done in such a manner that likelihood of spillage will be minimal?				
When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting engine?				
Are fueling hoses of a type designed to handle the specific type of fuel?				
Is it prohibited to handle or transfer gasoline in open containers?				
Are smoking, open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?				
Are fueling operators prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?				
Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?				
Are "Turn Engine Off" and "No Smoking" signs posted at the				

