|  |  |
| --- | --- |
| **Location:** |  |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For Agency Preparedness Review, you will need to have the following items available for review:**

|  |  |
| --- | --- |
| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| 1 | Documentation of Annual Safety Inspection |
| 9 | Inventory Records |

**FACILITIES**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Formal safety inspections of physical facilities are made by a qualified inspector at least once each fiscal year. | Choose an item. |  |
| 2 | Computer/fax/telephone equipment meets the needs of the unit. | Choose an item. |  |
| 3 | Facility has security for: | Choose an item. |  |
|  | a. Personnel records | Choose an item. |  |
|  | b. Government equipment (computers, printers, etc.) | Choose an item. |  |
|  | c. Personal equipment | Choose an item. |  |
| 4 | Safety equipment and signage includes: |  |  |
|  | a. Fire extinguisher  *[OSHA 29 CFR 1910]* | Choose an item. |  |
|  | b. Smoke alarms  *[OSHA 29 CFR 1910]* | Choose an item. |  |
|  | c. First aid kits  *[OSHA 29 CFR 1910]* | Choose an item. |  |
| 5 | Storage of flammables/hazardous materials meets standards  *[OSHA 29 CFR 1910.106]* | Choose an item. |  |
| 6 | Bulletin board includes appropriate postings: |  |  |
|  | a. Unit and Agency organization charts | Choose an item. |  |
|  | b. Emergency notification procedures | Choose an item. |  |
|  | c. 10 Standard Fire Orders | Choose an item. |  |
|  | d. 18 Watch Out Situations | Choose an item. |  |
|  | e. LCES | Choose an item. |  |
|  | f. Facility fire plan | Choose an item. |  |
|  | g. Fire danger information | Choose an item. |  |
|  | h. Fire weather information | Choose an item. |  |
|  | i. Smoking policy | Choose an item. |  |
|  | j. Sexual harassment policy/EEO counselors | Choose an item. |  |
|  | k. Department of Labor required information.  [*http://www.dol.gov/compliance/topics/posters.htm*](http://www.dol.gov/compliance/topics/posters.htm) | Choose an item. |  |
| 7 | Employee right-to-know information/Safety Data Sheet (SDS) is posted. | Choose an item. |  |
| 8 | If the facility has an eyewash station, the eyewash solution is current and station is maintained. Eyewash station must be flushed at least monthly if it is a plumbed eyewash system.  *[OSHA 29 CFR 1910.151 (c)]* | Choose an item. |  |

**CACHE**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 9 | Inventory and use records are available and current.  *[RB Ch 11]* | Choose an item. |  |
| 10 | Cache is secure.  *[RB Ch 11]* | Choose an item. |  |
| 11 | Tools meet maintenance standards.  *[Fire Equipment Storage and Refurbishing Standards, NFES 2249]* | Choose an item. |  |
| 12 | Portable fire extinguishers are provided in adequate numbers, serviced annually, mounted in readily accessible locations, and marked with a readily visible sign.  *[29 CFR 1910.157]* | Choose an item. |  |