

Catholic Mutual...CARES

EMERGENCY PREPAREDNESS

EMERGENCY EVACUATION SAFETY SURVEY

All of the question in this survey should be answered by checking **Yes, No, N/A** (not applicable), or **U** (undetermined). If any answer has a negative response or the column **U** is checked, then the specific area that needs correction, the person responsible for the correction, etc., should be noted, as well as the time frame for the corrective action to be accomplished.

	Yes	No	N/A	U	Date of Planned Correction
Floor Diagram					
1. Are floor plans prominently posted on every floor?					
2. Is each plan legible?					
3. Does the plan indicate every emergency exit available on the floor?					
4. Is a person looking at the plan, properly oriented by an X (that is, "You are here now")?					
5. Are room number identifications for the floor as well as compass directions given?					
6. As an example, are particular areas identified, such as the cafeteria, specific offices, washrooms, classrooms, etc.?					
Exit Paths to Stairwells					
1. If color coding of pillars and doors is utilized or stripes and marking on floors are utilized, are they properly explained?					
2. Is additional clarification needed?					
3. Are paths to exits relatively straight and clear of all obstructions?					
4. Are proper instructions posted at changes of direction en route to an emergency exit?					
5. Are all ventilation systems operational?					
Elevators					
1. Are signs prominently posted at and on elevators warning of the possible dangers in use of elevators during fire and emergency evacuation situations?					
2. Do these signs indicate the direction of travel to emergency exit stairwells which are available for					

use?					
	Yes	No	N/A	U	Date of Planned Correction
Elderly and Physically Handicapped					
1. Are there elderly or physically handicapped persons who will need assistance during a fire and emergency evacuation of the premises?					
2. What provision has been made for their removal during an emergency situation?					
3. Who will assist in this emergency evacuation?					
4. How will the handicapped individuals be moved during the evacuation?					
Emergency Exit Doors					
1. Are all emergency exits properly identified?					
2. Are exit door location signs adequately and reliably illuminated?					
3. Do exit doors open easily and swing in the proper direction (open out)?					
4. Are any exit doors blocked, chained, locked, partially blocked, obstructed by cabinets, coat racks, umbrella stands, packages, etc.? (NOTE: This practice must be prohibited)					
5. Are all exit doors self-closing?					
6. Are there complete closures of each door?					
7. Are all exit doors kept closed, or are they occasionally propped open for convenience or to allow for ventilation? (NOTE: This practice must be prohibited)					
Emergency Stairwells					
1. Are stair treads and risers in good condition?					
2. Are stairwells free of mops, pails, brooms, rags, packages, barrels, or any other obstructing material?					
3. Are all stairwells equipped with proper handrails?					
4. Does each emergency stairwell go directly to ground floor exit without interruption?					
5. Does the stairwell terminate at some interim point in the building?					
6. If so, are there clear directions at that point which show the way to the exit?					
7. Is there a provision for directing occupants to refuge areas out of and away from the building when they reach the ground floor?					
8. Are directions provided where evacuees can					

congregate for a "head count" during and after the evacuation has been completed?					
9. Is there adequate lighting in the stairwell?					
10. Are any bulbs and/or fixtures broken or missing?					
	Yes	No	N/A	U	Date of Planned Correction
Emergency Stairwells Continued					
11. Where are these fixtures missing? (NOTE: Describe all locations).					
12. Are exits properly identified?					
13. Are they illuminated for day, night and power loss situations?					
14. Are any confusing non-exits clearly marked "Not An Exit"?					
15. Are floor numbers displayed prominently on both sides of the exit doors?					
Emergency Lighting					
1. In the event of an electrical power failure or interruption of service in the building, is automatic or manually operated emergency lighting available?					
2. If not, what type of lighting system will be used?					
3. Where are stand-by lights kept?					
4. Who controls the stand-by lights?					
5. How would the stand-by lights be made available during an emergency?					
6. Is there an emergency generator in the building?					
7. Is the emergency generator operable?					
8. Is the emergency generator tested on a regularly scheduled basis?					
9. Is the emergency generator tested on a regularly scheduled basis?					
10. Is there an emergency lighting system available for the exit stairwells that will function automatically in the event of total power failure?					
11. Will this emergency lighting system provide enough light for the entire evacuation process?					
12. Is the emergency lighting tested on a regular monthly basis with results recorded?					
13. Are these records maintained and are they available for review?					
Communications					
1. Is there a method to notify building occupants that an emergency evacuation is necessary?					

2. Is one or more forms of communications systems available to each floor? (P.A. system, intercom, phones, battery-operated "pagers", etc.)					
3. If messengers must be used, have they been properly instructed?					
4. Is the communication system(s) in good working condition?					
	Yes	No	N/A	U	Date of Planned Correction
Communications continued					
5. Is it clearly understood under what emergency conditions this system will be utilized?					
6. Is it clearly understood who will operate this system in an emergency situation?					
7. Can the announcements be prerecorded by someone with a calm but authoritative voice?					
8. Is the communication system protected from sabotage?					
9. Do all occupants know how to contact building control to report a dangerous situation?					
10. Is the building's emergency communication system tested monthly?					
11. Is one individual designated to complete these tests?					
12. Is this a complete and comprehensive test of the entire system?					

(Revised 12/2020)