

EMERGENCY FIRE PLAN CHECKLIST

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The following checklist may not cover all the fire safety issues relating to your premises. However it is representative of a typical starting point when considering the adequacy of fire precautions. The exact content of your emergency fire plan and provision of fire precautions should reflect the specific circumstances present in your premises and will be dictated by your Fire Risk Assessment.

Emergency Fire Plan Checklist

Tick 'yes' or 'no' the following questions

1. FIRE RISK ASSESSMENT

Question	Yes	No	Comments
Have all areas including unoccupied areas been assessed for fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the risk of fire hazards developing into real fires been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	
Have 'out of normal working hours' also been fire assessed?	<input type="checkbox"/>	<input type="checkbox"/>	
Have other uses of the building been fire assessed?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the fire assessment revealed all potential fire hazards (combustibles too close to ignition sources and deficiencies of existing fire precautions)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have those people at risk from the fire hazards been identified and provided for?	<input type="checkbox"/>	<input type="checkbox"/>	
Have those people at greatest risk been identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Have people at greater risk been adequately provided for?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the existing fire precautions adequate to protect against the hazards that cannot be removed or reduced and are they functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the findings of the fire assessment been documented and are they retrievable?	<input type="checkbox"/>	<input type="checkbox"/>	
Has everyone in the workplace been informed of the significant findings of the fire assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Has remedial action, provision, upgrade or maintenance been initiated?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a person been designated to ensure completion of the remedial control measures?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a completion date been set for the remedial control measures?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a review of the assessment been done within the last year and is the next review scheduled?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire assessment reviewed whenever significant changes occur in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the threat of arson specifically covered in the fire assessment?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the fire risk assessment should be reviewed/upgraded and where appropriate compensatory fire precautions provided.

2. FIRE ALARM

Question	Yes	No	Comments
Does everyone know how to operate the fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	
Does everyone know what the fire alarm sounds like?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire alarm audible throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	
Is fire alarm tested by operation every week by a designated member of staff and whilst the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire alarm tested from a different location within the building on each occasion?	<input type="checkbox"/>	<input type="checkbox"/>	
Is fire alarm serviced quarterly, six monthly and annually by a qualified engineer or as appropriate in accordance with its design specification?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the fire alarm provided with unique features and do all staff know these features exist?	<input type="checkbox"/>	<input type="checkbox"/>	
Do all staff know what they are expected to do if they hear the alarm sound?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors informed of what they are expected to do if they hear the fire alarm sound?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire alarm tests recorded in a fire precautions log book?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above, the premises fire warning arrangements should be reviewed/upgraded and where appropriate compensatory fire precautions provided. This may include additional training for staff.

3. FIRE DOORS

Question	Yes	No	Comments
Are staff aware of the purpose of fire doors and why they should be kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware of how they can identify a fire door?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the function of fire doors covered in staff training sessions?	<input type="checkbox"/>	<input type="checkbox"/>	
Is appropriate action taken to prevent the misuse of fire doors?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff instructed to close all doors they pass through during an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals aware of the safest method of opening a door during a sweep of their area?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above additional training for staff should be given.

4. ESCAPE ROUTES

Question	Yes	No	Comments
Are staff instructed not to place combustible storage or other articles in corridors which have escape in one direction only?			
Are staff instructed not to place any storage or other articles in a corridor with escape in more than one direction, where this would reduce the corridor width to less than 1000mm?			
Are very long corridors subdivided into equal parts by doors that are capable of preventing the passage of smoke?			
Is every opportunity taken to provide more than one direction of escape from every floor level or large occupied area of the premises?			
Where only one direction of escape is achievable is that escape route suitably protected with fire resisting construction, fire doors and smoke detection?			
Where there is more than one direction of escape are these escape routes separated from each other by fire resisting construction, and or fire doors?			
Do all escape routes lead to a place of safety at least 50m away from the building and in the event that this is not possible not closer than 18m from the building?			
Where it would be reasonable to expect escape routes to be used by disabled people using wheelchairs are the associated corridors on the route not less than 1200mm wide and door openings not less than 800mm wide?			
Do the escape routes for the premises lead as direct as possible to a place of safety?			
Where escape routes are provided for the escape of up to 40 people per minute, are associated doorway openings not less than 750mm, and not less than 1000mm where escape is provided for >40 but <80 people per minute?			
Are escape route widths provided for more than 80 people per minutes calculated on the basis 1000mm plus 75mm for every 15 people over 80?			

ESCAPE ROUTES CONTINUED

Question	Yes	No	Comments
Do routine housekeeping measures ensure that there are no obstructions on the escape route internally or externally?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff instructed not to place combustible storage or other articles in staircase enclosures?	<input type="checkbox"/>	<input type="checkbox"/>	
Where an escape route from an inner room passes through an access room, is an early warning of fire provided by means of vision panels or smoke detection?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above escape route arrangements should be reviewed/upgraded and where appropriate compensatory fire precautions provided. This may include additional training for staff.

5 FIRE EXIT DOORS

Question	Yes	No	Comments
Are staff aware of the difference between fire doors and exit doors?	<input type="checkbox"/>	<input type="checkbox"/>	
Do fire doors and exit doors open in the direction of escape?	<input type="checkbox"/>	<input type="checkbox"/>	
Do exits have signs indicating their location?	<input type="checkbox"/>	<input type="checkbox"/>	
Do exits have sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
Do exits remain unobstructed inside and out?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exits opened regularly to check their serviceability?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all staff aware of the location of all the exits in their workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware of the method of operation of all emergency fastenings fitted to exits?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there one (single) simple emergency fastening on each fire exit?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above fire exit facilities should be reviewed/upgraded and where appropriate compensatory fire precautions provided. This may include additional training for staff.

6. FIRE EXIT SIGNS

Question	Yes	No	Comments
Do all fire exit signs conform to current British and European Standards and display a running person?	<input type="checkbox"/>	<input type="checkbox"/>	
Can exit signs indicating the way out be seen from all locations within the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Are exit signs illuminated sufficiently where ambient light levels are low?	<input type="checkbox"/>	<input type="checkbox"/>	
Do exit signs include directional arrows where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above exit signs should be upgraded and where appropriate compensatory fire precautions provided

7. FIRE ACTION NOTICES

Question	Yes	No	Comments
Are fire action notices displayed adjacent to fire alarm call points?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire action notices displayed on notice boards and in common areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire action notices displayed in staff rooms?	<input type="checkbox"/>	<input type="checkbox"/>	
Do fire action notices include instruction on what to do when discovering a fire?	<input type="checkbox"/>	<input type="checkbox"/>	
Do fire action notices include instruction on what to do when hearing the fire alarm sound?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the fire routine notice include instruction on calling the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the fire routine notice include information regarding the location of the assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the fire routine notice include specific instruction regarding actions not permitted during an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Have specific fire routine notices been considered for key staff?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above fire action notices should be upgraded and where appropriate compensatory fire precautions provided to ensure that the fire procedure information is promulgated

8. FIRE RESISTANCE

Question	Yes	No	Comments
Are areas of high fire risk enclosed in fire resisting construction?	<input type="checkbox"/>	<input type="checkbox"/>	
Where only a single staircase exists in a building, is it enclosed in fire resisting construction?	<input type="checkbox"/>	<input type="checkbox"/>	
Where more than one staircase exists, are they separated from each other by fire resisting construction?	<input type="checkbox"/>	<input type="checkbox"/>	
Are service openings in floors and walls 'stopped' with fire resisting material including openings that may be above 'false ceilings' and below 'false floors'?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above fire resistance should be upgraded and where appropriate compensatory fire precautions provided

9. TRAVEL DISTANCE

Question	Yes	No	Comments
Is the travel distance from a dead end to an exit from within an area of high fire risk, less than 12 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from a dead end to an exit, from within an area of normal fire risk and where sleeping accommodation is provided, less than 16 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from a dead end to an exit, from within an area of normal fire risk and not forming a production area of a factory, less than 18 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from a dead end to an exit, from within an area of normal fire risk, including factory production areas, less than 25 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from a dead end to an exit, from within an area of low fire risk, less than 45 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from an area with more than one escape route to an exit and with high fire risk present, less than 25 metres?	<input type="checkbox"/>	<input type="checkbox"/>	

TRAVEL DISTANCE CONTINUED

Question	Yes	No	Comments
Is the travel distance from an area with more than one escape route to an exit, providing sleeping accommodation, and with normal fire risk present, less than 32 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from an area with more than one escape route to an exit and with normal fire risk present, less than 45 metres?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the travel distance from an area with more than one escape route to an exit and with low fire risk present, less than 60 metres?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where the above distances are exceeded compensatory fire precautions may be required

10. EMERGENCY LIGHTING

Question	Yes	No	Comments
Is there adequate light to enable the escape routes to be used safely at all times when the building is occupied, including during winter months, evenings, nights and in the event of a power failure?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate light to enable the fire precautions to be used safely at all times the building is occupied, including during winter months, evenings, nights and in the event of a power failure?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there provision of emergency lighting in areas within the workplace that have no natural light or borrowed light, and from which staff may be expected to escape from or pass through in the event of fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate light outside the workplace that will illuminate the escape routes leading to assembly points?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting system tested by operation every six months by a designated member of staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Does a qualified engineer test the emergency lighting system annually or as appropriate in accordance with the system design specification?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency lighting tests recorded in a fire precautions log book?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the emergency lighting arrangements should be reviewed/upgraded and where appropriate compensatory fire precautions provided

11 FIRE EXTINGUISHERS

Question	Yes	No	Comments
Have you got the correct type of fire extinguishers for the fire hazards present in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	

**FIRE EXTINGUISHERS
CONTINUED**

Question	Yes	No	Comments
Have you got a sufficient number of fire extinguishers in your workplace in relation to its size and the nature of the fire hazards present?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers in safe and conspicuous locations in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguisher locations clearly identified with appropriate signs?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers mounted correctly at their locations (wall hooks or floor stands) ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers colour-coded in accordance with current British and European Standards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware that they are not to put themselves at risk whilst using a fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware that they must raise the fire alarm first before they attempt to use a fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff regularly familiarise themselves with the fire extinguishers provided in their workplace to check their basic operating instructions and serviceability?	<input type="checkbox"/>	<input type="checkbox"/>	
Does a competent person annually service all fire extinguishers in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Where fire suppression and extinction systems other than fire extinguishers are installed in the building are these systems regularly serviced and maintained and are staff familiar with there operation?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above fire extinguishing arrangements should be reviewed/upgraded and where appropriate compensatory fire precautions provided. This may include additional fire extinguisher training for staff. For details of ICTU training services log on to www.ictu.co.uk

12 FIRE TRAINING

Question	Yes	No	Comments
Do staff receive annual fire training	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on what to do if a fire is discovered and how to raise the alarm?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on what to do if the fire alarm sounds?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on the selection and use of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on the location and safe use of assembly points?	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE TRAINING CONTINUED

Question	Yes	No	Comments
Does staff fire training include instruction on the purpose of fire doors and their correct use?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff training include instruction on the means of escape from the building and maintenance of the escape routes?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on their specific role within the fire procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on how staff and visitors will be accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff fire training include instruction on the emergency provision for disabled persons and how they will be assisted during a fire evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the fire training include instruction for staff with a specialist role within the fire procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff training include instruction on how the fire service will be called and by who?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff training include instruction on the 'significant findings' of the fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff training include instruction on good housekeeping and fire prevention?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above staff fire training arrangements should be reviewed/upgraded. For details of ICTU training services log on to www.ictu.co.uk

13 FIRE DRILLS

Question	Yes	No	Comments
Are fire drills conducted twice every year?	<input type="checkbox"/>	<input type="checkbox"/>	
Where night work is undertaken do members of night staff receive fire drills in the hours of darkness?	<input type="checkbox"/>	<input type="checkbox"/>	
Where shift work is undertaken do shift workers on every shift receive fire drills?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff informed what day and what time the fire drills will take place?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire drills conducted, based the assumption that one of the exits may be unusable due to a fire and is this assumption simulated in the fire drills by prohibiting the use of an exit (different exit for every drill conducted, in rotation)?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above, the arrangements in place for conducting fire drills should be reviewed/upgraded as appropriate

14 FIRE MARSHALS AND ACCOUNTING FOR PERSONNEL

Question	Yes	No	Comments
Are fire marshals designated to clear personnel from the building during an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a sufficient number of fire marshals designated to cover the whole building?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the areas that fire marshals are allocated restricted in size in order that they will take no longer than 60 seconds to clear (sweep) ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals provided with a distinctive means of identification (armband, coloured bib, reflective clothing or bump-hat etc.) ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals aware that they should report their 'sweep' status to their incident controller/coordinator?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals instructed that they should avoid smoky areas?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals instructed that they should exercise caution when passing through doors when they are unable to see whether the area they are accessing is clear of fire and smoke?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals aware that they should report the presence of disabled visitors that enter their allocated area and where appropriate take action in accordance with their workplace disabled persons evacuation procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a deputy fire marshal designated for every fire marshal to ensure that the role is covered during absences?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals aware of the vital role they play within the workplace in a non-emergency capacity (fire prevention, staff training and fire drills) ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the limitations of using a roll call as a sole means of accounting for people, understood?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the benefits of using a physical check (sweep) to clear the building understood?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire marshals aware that they should pass on all relevant information regarding missing persons and potential hazards to fire-fighters?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the provision of fire marshals and detail of their specific responsibilities should be reviewed/upgraded as appropriate to the circumstances prevailing. For details of ICTU Fire Marshal training log on to www.ictu.co.uk.

15 VISITORS

Question	Yes	No	Comments
Are visitors required to register their attendance upon arrival at the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors issued with a pass that includes details of the fire procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Are visitors asked to confirm their understanding of the fire procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a host allocated to visitors in order that their whereabouts within the workplace may be tracked and confirmed in the event of an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of a fire evacuation are visitors accounted for by means of a physical check of the building in addition to a check of the visitor register?	<input type="checkbox"/>	<input type="checkbox"/>	
Do visitors have their access restricted to specific, designated areas of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Is evacuation of and accounting for visitors specifically detailed in the fire procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the evacuation of visitors practiced during the fire drills?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the fire safety arrangements for visitors should be reviewed/upgraded as appropriate.

16 CONTRACTORS

Question	Yes	No	Comments
Are contractors adequately managed in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Does a defined policy relating to contractor fire safety exist in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there mechanism for the exchange of fire safety information and procedures between contractors and site occupiers / employers?	<input type="checkbox"/>	<input type="checkbox"/>	
Where appropriate is a 'hot working permit' system in operation?	<input type="checkbox"/>	<input type="checkbox"/>	
When it is safe to do so, are staff encouraged to check work areas for fire safety, after contractors have left?	<input type="checkbox"/>	<input type="checkbox"/>	
Are 'contracted works' carried out in the workplace assessed in relation to their impact on the existing fire safety arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	
Are contractors specifically covered in the workplace fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the fire safety arrangements relating to contractors should be reviewed/upgraded as appropriate.

17 DISABLED PERSONS

Question	Yes	No	Comments
Can people with all types of disability be adequately warned of fire in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
Can people with all types of disability be adequately evacuated in the event of fire?	<input type="checkbox"/>	<input type="checkbox"/>	
Can people with all types of disability be adequately accounted for in the event of fire?	<input type="checkbox"/>	<input type="checkbox"/>	
Does a clearly defined policy relating to fire safety for disabled persons exist?	<input type="checkbox"/>	<input type="checkbox"/>	
Are disabled staff and visitors specifically covered in the fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware of the fire procedure relating to disabled people and their role in it?	<input type="checkbox"/>	<input type="checkbox"/>	
Where special arrangements and, or equipment have been provided are staff adequately trained in their use?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the fire safety arrangements relating to disabled people should be reviewed/upgraded. This may include additional training for staff.

18 CALLING THE FIRE SERVICE

Question	Yes	No	Comments
Are the fire service called immediately the fire alarm is sounded?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a delay calling the fire service to allow for an investigation of the alarm activation, been formally agreed with the fire service and has this course of action been covered in the fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there facilities, either inside or outside the workplace, for calling the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a specifically designated person who will call the fire service in the event of a fire and is a deputy designated to cover in the event of their absence?	<input type="checkbox"/>	<input type="checkbox"/>	
Where an automatic means of calling the fire service is used, has a person been designated to make a manual call as a back-up in case of malfunction?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location from which an emergency call will be made, relatively safe or protected with fire resisting construction?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the arrangements relating to calling the fire service should be reviewed/upgraded as appropriate

19 ASSEMBLY POINT

Question	Yes	No	Comments
Is the fire assembly point located in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the routes to the assembly point safe?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the assembly point provided with sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the provision of shelter at the assembly point been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the assembly point at least 50metres from the building (where 50metres is not achievable not closer than 18metres)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an alternative assembly point been designated as a contingency in case a fire event escalates?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff familiar with the location of and route to the assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there provision for visitors to be informed of the location of and route to the assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the arrangements relating to the assembly point and associated procedures should be reviewed/upgraded. This may include additional training for staff.

20 HIGHLY FLAMMABLE OR EXPLOSIVE MATERIALS

Question	Yes	No	Comments
Are large quantities of highly flammable or explosive materials stored in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	
Are large quantities of highly flammable or explosive materials used in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there flammable materials that are volatile at normal ambient temperatures stored or used in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	
Do highly flammable liquids stored or used in the premises have low flash points?	<input type="checkbox"/>	<input type="checkbox"/>	
Are highly flammable or explosive materials stored or used in the premises, reactive?	<input type="checkbox"/>	<input type="checkbox"/>	
Do materials stored or used in the premises have oxidising properties?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'Yes' is answered to the above the arrangements relating to the storage or use of highly flammable or explosive material should be reviewed and where necessary be upgraded. Consultation with the Health and Safety Executive and/or Fire Authority should be undertaken.

Flash points: <32°C = Highly flammable; >32°C - <60°C = Flammable; >60°C = Combustible

**HIGHLY FLAMMABLE OR
EXPLOSIVE MATERIALS
Continued**

Question	Yes	No	Comments
Are quantities of highly flammable or explosive material, introduced into the premises from bulk storage at any given time, sufficient to enable only a single days work to take place?	<input type="checkbox"/>	<input type="checkbox"/>	
Has consultation with specialists and enforcing Authorities been undertaken regarding the storage and use of highly flammable or explosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	
Have both general and fire risk assessments been undertaken in respect of the storage and use of highly flammable or explosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the arrangements relating to the storage or use of highly flammable or explosive material should be reviewed and where necessary upgraded. This may include additional training for staff. Consultation with the Health and Safety Executive and/or Fire Authority should always be undertaken.

**21 HAZARDS TO FIRE
FIGHTERS**

Question	Yes	No	Comments
Are there hazardous substances in your workplace that would be a danger to fire-fighters attending an incident?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there hazardous processes or machinery in your workplace that would be a danger to fire-fighters attending an incident?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there hazardous features in relation to the structure of your workplace that would be a danger to fire-fighters attending an incident?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there circumstances relating to the use of your workplace that could constitute a hazard to fire-fighters attending an incident?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'Yes' is answered to the above the hazards identified should be relayed to the fire service upon their arrival at an incident as a matter of urgency. The hazards should also be detailed in the fire risk assessment in relation to the risk those hazards present to persons in the event of a fire. The fire precautions and control measures provided should be and reviewed/upgraded in accordance with the findings of the risk assessment.

**22 INFORMATION FOR THE
FIRE SERVICE**

Question	Yes	No	Comments
Are details relating to the location and isolation of the mains electricity supply available to the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Are details relating to the location and isolation of the mains gas supply available to the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	

INFORMATION FOR FIRE SERVICE CONTINUED

Question	Yes	No	Comments
Are details relating to the location, operation and isolation of the heating ventilation and air conditioning systems available to the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Are details relating to the fire alarm control panel location, operation and isolation, available to the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Are details relating to the location, operation and isolation of hazardous processes available to the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the personnel accounting method used capable of providing accurate information to the fire service in relation to persons that may still be in the building upon their arrival?	<input type="checkbox"/>	<input type="checkbox"/>	
Are details relating to the location of emergency facilities available to the fire service upon their arrival (on-site hydrants, dry riser inlet, foam inlet, over-ride switches, fire-fighting lifts, sprinkler stop valves, emergency water tanks or reservoirs etc) ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are details relating to the fire procedure and specialist roles within it available to the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a line drawing of the building available to the fire service detailing the location of all the fire precautions, access and egress points, including any hazards relating to the structure, its contents and its use?	<input type="checkbox"/>	<input type="checkbox"/>	

N.B. Where 'No' is answered to the above the arrangements relating to the information available to the fire service should be reviewed and where necessary upgraded. Consultation with the Fire Authority should be undertaken in order that incident emergency planning and fire-fighter health and safety can be formulated

23 POST FIRE CONTINGENCY

Question	Yes	No	Comments
Has the formulation of a post fire recovery plan been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a salvage hierarchy of the building contents been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an inventory and valuation of the building contents?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building provided with a fire safe or other fire resisting facility for the protection of important documents?	<input type="checkbox"/>	<input type="checkbox"/>	
Have alternative or temporary premises been sourced and have arrangements for the transfer of your business activities to these premises in the event of a fire, been made?	<input type="checkbox"/>	<input type="checkbox"/>	
Have suitable alternative or temporary IT and telephone facilities been sourced, in the event of disruption by a fire?	<input type="checkbox"/>	<input type="checkbox"/>	

**POST FIRE CONTINGENCY
CONTINUED**

Question	Yes	No	Comments
Have post fire security, boarding-up and drying-out arrangements been considered?			
Have emergency contact telephone numbers been compiled (gas, electricity, water, telephone, key holders, heating, ventilation, security, IT, fire prevention officer, insurance, removal services, process maintenance services)?			
Is there a thorough internal 'incident investigation regime' that is capable of establishing cause and future prevention?			

N.B. Post fire contingency planning is not a requirement of fire legislation. However where 'No' is answered to the above it is recommended that managers give careful consideration to the development or upgrade of post fire recovery and business continuation issues.

For further details of services provided by ICTU including: Fire safety training, Literature, Fire safety videos/DVDs, Film & media services, Electronic learning services and Fire risk assessment services please log on to www.ictu.co.uk

For further information regarding workplace fire safety and the content of an emergency fire plan refer to Home Office guide 'Fire Safety an employer's guide' (fire risk assessment and fire safety in the workplace). ISBN 0-11-341229-0 or contact your local fire prevention officer.