

SPECIAL CHECKLIST FOR ELIMINATION  
OF FIRE AND SAFETY HAZARDS

FIRE AND SAFETY HAZARD ITEMS

1. Fire Lanes Providing Access to Buildings	<ul style="list-style-type: none"> <li>• Ensure no blockage by cars or equipment.</li> <li>• Ensure signs designating “fire lanes” are not vandalized or stolen.</li> </ul>
2. Emergency Provisions	<ul style="list-style-type: none"> <li>• Do not allow fire alarm systems to be placed out of commission for any purpose. (No one has authority to deactivate a fire alarm except for authorized maintenance – and such outages will be controlled, a log kept, and outages limited to those events absolutely necessary for service.)</li> <li>• Record all fires and also any false alarms. Each and every instance must be made a matter of record. <u>Under no circumstances should a false alarm be recorded as a fire drill.</u></li> <li>• Provide a periodic check, that fire extinguishers are filled, and ready for operation. (Check should be no less often than monthly.)</li> <li>• In a fire situation – Give <b>FIRST</b> priority to safety of life, evacuate buildings; Give <b>SECOND</b> priority to Personnel Accountability, accounting for students, staff and visitors, Give <b>THIRD</b> priority to Property Preservation, safety of the building, materials and equipment.</li> </ul>
3. Exit Routes	<ul style="list-style-type: none"> <li>• Check to see that required fire exit doors are not locked or blocked.</li> <li>• Do not permit corridors to be obstructed by materials, such as gym equipment.</li> </ul>
4. Housekeeping	<ul style="list-style-type: none"> <li>• Ensure safety cans are provided for flammable or volatile fluids.</li> <li>• Do not permit accumulations of trash or other combustibles.</li> </ul>
5. Control and Use of Chemicals	<ul style="list-style-type: none"> <li>• Follow provisions of the Maryland Science Safety Manual covering control and use of chemicals with particular Attention to: managing, handling, and disposing of chemicals.</li> </ul>
6. Life Safety Code	<ul style="list-style-type: none"> <li>• <b>Do NOT convert spaces for other than the original designed use.</b></li> <li>• Do not convert offices to storage without smoke/fire detection or sprinkler protection.</li> <li>• Do not allow spaces to be used for classes which do not have fire exits, windows, or other approved escaped routes.</li> </ul>