**Fire Protection Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

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| Has a fire safety or fire prevention plan been developed for this establishment? |
| Has the Plan been reviewed in the past year? |
| Does the plan identify the types of fire protection equipment and systems that are available? |
| Are practices and procedures in place to control identified fire hazards and ignition sources? |
| Are safety inspections done on a regular basis? |
| Do all employees know what the fire alarm looks and sounds like, and do they know how to activate it? |
| Are exit plans posted showing current location, and all routes out of the building, plus central meeting place? |
| Are employees able to identify and use two independent exit routes from their work area? |
| Is the workplace building fire alarm tested annually, including an employee evacuation drill? |
| Is a central evacuation meeting place outside and is it well-marked on plans within the building? |
| Are employee strained on approved procedures upon discovering fire or smoke? |
| Are extinguishers readily available, accessible, and routinely inspected? |
| Are OSHA informational posters mounted in commonly accessible location? |
| Does the safety bulletin board contain up to date information? |

**General Housekeeping Inspection Items**

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| Are aisles, walkways, community, and storage areas free of packaging, pallets, and any other potentially combustible material? |
| Are heating/HVAC units inspected annually? |
| If smoking areas are provided, are dedicated cigarette? |
| Are waste containers emptied daily? |
| Are electrical outlets checked regularly to ensure they are not overloaded? |
| Are extension cords only used for portable electrical items, with grounding prong if the paired equipment has a grounding prong? |
| Do extension cords have the correct gage, length, and load for their applied use? |

**Add Relevant and Appropriate Elements from the Following Checklists:**

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| Are exit door protocols established - s*ee Exit and Exit Door checklist* |
| Are fire extinguisher protocols established? - *see Fire Extinguisher checklist* |
| Are flammable and combustible materials protocols established? - *see Flammable and Combustible Checklist and Flammable Liquids checklist* |
| Are hazardous materials protocols established? - *see Hazardous Materials checklist* |
| Are hazardous waste protocols established? - *see Hazardous Materials checklist* |
| Are sprinkler systems protocols established? - *see Sprinkler System checklist* |