

Evacuation Procedure Checklist

Organisations must take a thoughtful, systematic and proactive approach to arson and crime prevention. Arson is one of the most common cause of large fire losses and can therefore pose a significant threat to your organisation.

This checklist is intended to provide general information to assist you review your risks and guide you through some simple steps to reduce the risk of becoming a victim of arson or break-in, often at little or no cost. We recommend that you review this checklist and take action appropriate to your situation.

This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Organisation	
Date	
Address	
Inspector	

PROPERTY PROTECTION						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you have Evacuation and Fire Safety Procedures?						

* Not Applicable

PROPERTY PROTECTION (Continued)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you hold regular fire drills?						
Are staff, volunteers and contractors are familiar with emergency procedures?						
Are smoke and fire alarms are in good working order and tested regularly at all buildings and facilities?						
Is there a routine check of fire extinguishers and fire sprinkler systems at all buildings and facilities?						
Is a routine checks to ensure buildings and facilities are secure at closing time?						
Are evacuation plans on doors and noticeboards throughout your buildings and facilities?						
Do you have Sign In / Sign Out procedures for all place for all buildings and facilities?						
Do you advise your Broker or Insurer of any damage to your buildings or facilities?						

* Not Applicable

PROVIDE DETAILS OF ANY IDENTIFYABLE PROBLEMS

If you would like to speak to someone about protecting your buildings or premises email us at info@ansvarrisk.com.au

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