

# Fire and evacuation marshals



NAME  DATE  LOCATION

All the items in the "ITEMS TO BE CHECKED" column must be checked by operators before operating equipment.

Indicate whether each criterion is met (using a tick) or not (using a cross), or mark as not applicable (NA) if the item is irrelevant to your particular workplace.

### PERSONAL PROTECTIVE EQUIPMENT REQUIRMENTS

High-Visibility Vest, Flame-Resistant Clothing, Safety Helmet, Safety Gloves, Safety Boots, Safety Goggles, Respiratory Protection and Two-Way Radios



ITEMS TO BE CHECKED	<input type="checkbox"/>	ITEMS TO BE CHECKED	<input type="checkbox"/>
<b>ALARM TEST:</b> WEEKLY FIRE ALARM INSPECTION.		<b>SPRINKLER SYSTEM:</b> INSPECT AND LOG.	
<b>ROUTE CHECK:</b> VERIFY EVACUATION ROUTES.		<b>DRILL SCHEDULE:</b> PLAN NEXT FIRE DRILL.	
<b>SIGNAGE:</b> CONFIRM FIRE EXIT SIGNS VISIBLE.		<b>FIRE LOGS:</b> UPDATE ALL FIRE SAFETY LOGS.	
<b>FIRE EXTINGUISHER:</b> INSPECT AND TAG.		<b>RESCUE EQUIPMENT:</b> INSPECT AND LOG.	
<b>ASSEMBLY POINTS:</b> CONFIRM THEY'RE CLEAR.		<b>COMMUNICATION:</b> TEST WALKIE-TALKIES.	
<b>EMERGENCY NUMBERS:</b> KEEP LIST UPDATED.		<b>FLASHLIGHTS:</b> CONFIRM THEY ARE WORKING.	
<b>DRILL LOG:</b> RECORD LAST EVACUATION DRILL.		<b>BATTERY CHECKS:</b> INSPECT BACKUP SYSTEMS.	
<b>PPE:</b> ENSURE FIRE-RESISTANT GEAR IS READY.		<b>SAFETY BRIEFINGS:</b> CONDUCT BRIEFS.	
<b>SMOKE DETECTORS:</b> TEST AND LOG.		<b>ELECTRICAL PANELS:</b> INSPECT FOR RISKS.	
<b>FLAMMABLE ITEMS:</b> INSPECT STORAGE AREAS.		<b>EMERGENCY WATER:</b> CONFIRM AVAILABILITY.	
<b>FIRE DOORS:</b> CHECK FOR OBSTRUCTIONS.		<b>HOT WORK:</b> MONITOR WELDING ZONES.	
<b>EVAC PLAN:</b> UPDATE AND DISTRIBUTE.		<b>GLASS BREAK:</b> CHECK FIRE BREAK GLASS.	
<b>STAFF ROSTER:</b> MAINTAIN UPDATED LIST.		<b>PA SYSTEM:</b> TEST FOR ANNOUNCEMENTS.	
<b>FIRST-AID KITS:</b> CONFIRM THEY'RE COMPLETE.		<b>HIGH-RISK ZONES:</b> INSPECT AND REPORT.	
<b>FIRE WARDEN:</b> COORDINATE WITH WARDEN.		<b>DOOR SEALS:</b> CHECK FIRE DOOR SEALS.	
<b>ROLL CALL:</b> TEST ROLL CALL PROCEDURES.		<b>COMBUSTIBLES:</b> MONITOR STORAGE AREAS.	
<b>TRAINING:</b> CONDUCT FIRE SAFETY TALKS.		<b>HYDRANT TEST:</b> CONFIRM WATER PRESSURE.	
<b>HAZMAT:</b> CHECK HAZARDOUS MATERIAL AREAS.		<b>KEY ACCESS:</b> VERIFY MARSHAL KEY SETS.	
<b>FIRE PERMITS:</b> VALIDATE CURRENT PERMITS.		<b>FIRE CODE:</b> REVIEW FIRE CODE COMPLIANCE.	
<b>SIREN TEST:</b> TEST EMERGENCY SIRENS.		<b>FIRE DRILLS:</b> RECORD PARTICIPATION RATES.	
<b>FLOOR PLANS:</b> VERIFY MAPS ARE CURRENT.		<b>INCIDENT REPORTS:</b> FILE ANY FIRE INCIDENTS.	
<b>LOCKDOWN:</b> REVIEW LOCKDOWN PROTOCOLS.		<b>SPECIAL NEEDS:</b> LOG ASSISTED EVACUATIONS.	
<b>CHEMICAL STORAGE:</b> INSPECT FOR FIRE RISKS.		<b>EMERGENCY KITS:</b> CONFIRM KIT READINESS.	
<b>SAFETY CAGES:</b> CONFIRM GAS CYLINDER SAFETY.		<b>AFTER-ACTION:</b> REVIEW POST-DRILL REPORTS.	

FIRE MARSHAL SIGNATURE  DATE

**“Preparation through education is less costly than learning through tragedy”**  
 - Max Mayfield

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