

Use the following questions to think about ways of increasing safety and security in your school. For more information, see *Mitigating Hazards in School Facilities*, <http://www.ncef.org/safeschools/index.cfm>.

Location _____ Date _____

■ Is every passageway from corridors and stairs to the street clear of obstructions or impediments? Examples of violations are empty cardboard boxes, boxes of used fluorescent light tubes, carts, lawnmowers, steel racks, ball racks, stored equipment, and tripping hazards such as electric cords, tools, lumber, and hoses.

Yes No Not applicable Further study

Note:

■ Are exit doors free of locks, chains, or fastenings that would prevent escape from inside the building?

Yes No Not applicable Further study

Note:

■ Do areas required by the building or fire code to have two exits have, in fact, two functioning exits?

Yes No Not applicable Further study

Note:

■ Do exit doors open in the direction of egress travel from areas meant to be occupied by more than 50 people?

Yes No Not applicable Further study

Note:

■ Are all exits and the routes to them clearly visible, conspicuously indicated and reliably illuminated, with signs in appropriate languages, so everyone readily knows the direction of escape from any point? Are exit signs distinctive in color and easily distinguished from decorations, finishes, and other signs. Is "EXIT" lettering at least 6 inches high with principal strokes not less than 3/4-inch wide?

Yes No Not applicable Further study

Note:

■ Do decorations or other materials obstruct the view of, or access through, any element of a means of egress? This is prohibited by all building and fire codes.

Yes No Not applicable Further study

Note:

■ Do exits rely on passage through rooms or spaces subject to locking? All exit ways must be through areas that provide free passage at all times, with doors swinging in the direction of egress.

Yes No Not applicable Further study

Note:

■ Is storage or use of flammable or combustible materials in exit ways explicitly prohibited and do school staff, contractors, and others using the school understand this?

Yes No Not applicable Further study

Note:

■ Are exit signs well maintained, easily seen, and pointing in the right direction?

- The maintenance program for corridor, stairwell, and exit sign lighting should ensure functioning under normal and emergency power conditions.
- Expect state or local building codes to be updated to require floor proximity signs, which are needed when heat and smoke drive occupants to crawl along the floor to get out of a building; signs and lights mounted high on the wall or on the ceiling may be of little or no benefit in such situations.
- Consider glow-in-the-dark technology.
- Good quality, consistent exit lighting is cost-effective in the long term and worthwhile from a maintenance perspective.
- Using different exit lighting at different doors makes it harder to efficiently stock, keep track of, and replace parts.

Yes No Not applicable Further study

Note:

Additional notes and comments:

■ Are doors, passageways, or stairways that are neither exits nor leading to exits, but that can be mistaken for exits, marked with a "NOT AN EXIT" sign or similar designation? Supplemental markings could be "To Basement," "To Store Room," "To Mechanical Room," etc.

Yes No Not applicable Further study

Note: