



Emergency Ready Checklist – Monthly Checklist

Date _____

Personnel

Are all Fire Wardens current? List the Wardens below

Chief Fire Warden _____

Deputy Fire Warden _____

Asst Fire Wardens _____

First Aid Officers _____

Equipment

Are all fire extinguishers and fire hoses easily accessible e.g no stock blocking.

Are all EXIT lights functioning properly?

Is emergency lighting functioning properly?

Is Evacuation Plan up to date with relevant personnel listed? Is it located in a prominent location?

Is first aid kit fully stocked? Are first aid officers names listed on the front?
