



Site Coordinator Safety Checklist

Use this checklist to assess safety readiness. Be sure to include safety practices specific to your site and/or program, as outlined in your Safety Plan.

Checklist

- Space has name or number clearly displayed.
- All doors can be locked, and the lock is functioning.
- All windows have some type of covering.
- All windows can be locked, and the lock is functioning.
- Phone directory or listing is current and accessible to staff members.
- First aid kits or supplies are stocked.
- Evacuation routes are posted.
- Shelter-in-place locations are posted.
- Bookcases and cabinets more than five feet tall are secured to the wall.
- The room is free of any trip hazards or obstructions.
- All exits are clearly marked.
- Staff currently within the space know how to do the following:
 - Lock the doors
 - Access the Go-Bag
 - Access the first aid kits
 - Operate the nearest fire extinguisher
- Staff currently within the space can explain the following:
 - Lockdown procedures for the room
 - Fire drill route
 - Evacuation route
 - Route to shelter-in-place locations