

Fire Safety Assessment Checklist



Damage Procedure

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

This checklist will help 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, as we appreciate each organisation will have differing risk factors e.g. location or usage.

	Yes	No	NA	Action	Who	By When
Do you have Evacuation and Fire Safety Protocols?						
Do you hold regular fire drills?						
Staff, volunteers and contractors are familiar with emergency procedures?						
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 there a routine check 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 buildings and facilities?						
Do you advise your Broker or Insurer of any damage to your buildings or facilities?						

If you would like to speak to someone about protecting your buildings or premises, call our Risk Management hotline on **03 8630 3136** (Monday to Friday, 09:00 to 17:00 - excluding Public Holidays) or email us at info@ansvarrisk.com.au

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