

## Preparing for Hazard Identification

There are several tasks that you should accomplish to prepare for the formal hazard identification. Use the checklist below to help you complete these tasks.

✓	Activity
☐	<p>Obtain or draw a map of the school and school grounds.</p> <p>➔ This map will be used to note potential hazards and the location of utilities, emergency equipment, and supplies. It will also provide a basis for establishing evacuation routes; identifying a safe, open-space assembly area; and developing procedures for conducting emergency response activities.</p>
☐	<p>Mark the location of:</p> <ul style="list-style-type: none"> <li>▪ All classrooms.</li> <li>▪ The library and other activity rooms.</li> <li>▪ Restrooms.</li> <li>▪ Heating plant.</li> <li>▪ Hallways.</li> <li>▪ Doors and closets.</li> </ul>
☐	<p>Locate the following items on the map:</p> <ul style="list-style-type: none"> <li>▪ Main shut-off valves for water and gas.</li> <li>▪ Master electrical breaker.</li> <li>▪ Heating and air-conditioning equipment.</li> <li>▪ Stoves.</li> <li>▪ Chemical storage and gas lines in laboratories.</li> <li>▪ Hazardous materials stored by custodians and gardeners.</li> <li>▪ Emergency lighting units.</li> <li>▪ Fire extinguishers.</li> <li>▪ First-aid equipment.</li> <li>▪ Outside water faucets and hoses.</li> <li>▪ Overhead power lines.</li> <li>▪ Underground gas lines.</li> </ul>