

PREPARING FOR HAZARD IDENTIFICATION CHECKLIST

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

Check	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">▪ All classrooms.▪ The library and other activity rooms.▪ Restrooms.▪ Heating plant.▪ Hallways.▪ Doors and closets.
	<p>Locate the following items on the map:</p> <ul style="list-style-type: none">▪ Main shut-off valves for water and gas.▪ Master electrical breaker.▪ Heating and air-conditioning equipment.▪ Stoves.▪ Chemical storage and gas lines in laboratories.▪ Hazardous materials stored by custodians and gardeners.▪ Emergency lighting units.▪ Fire extinguishers.▪ First-aid equipment.▪ Outside water faucets and hoses.▪ Overhead power lines.▪ Underground gas lines.