

To: Camp Operators, Boards of Health  
Fr: MA Department of Public Health, Division of Community Sanitation  
Re: Recreational Camps for Children-Fire Prevention Inspection Checklist  
Dt: February 2, 2000

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Note: This document includes a checklist to assist you in reviewing your camp to assess potential fire hazards. Also included is a form that may be used in recording and documenting the history of all required fire drills. This form may be duplicated for future use. Use of these documents does not substitute for the fire department's inspection/written statement of compliance required by 430.215.

## **Fire Prevention Inspection Checklist**

### **Housekeeping and Maintenance**

- |   |           |            |
|---|-----------|------------|
| 1. "No Smoking" signs posted.   | <b>No</b> | <b>Yes</b> |
| 2. "No Smoking" regulations observed.   | <b>No</b> | <b>Yes</b> |
| 3. Flammable liquid safely stored in approved containers away from combustibles.                  | <b>No</b> | <b>Yes</b> |
| 4. Trash/rubbish removal done on a regular basis.   | <b>No</b> | <b>Yes</b> |
| 5. All electrical plugs, switches and cords legal and in good repair.                             | <b>No</b> | <b>Yes</b> |
| 6. Cords are not to be run across doorways or under carpets or mats where they may be stepped on. | <b>No</b> | <b>Yes</b> |
| 7. No extensive use of cords from outlets (octopus).  | <b>No</b> | <b>Yes</b> |
| 8. Heat-producing appliances well ventilated.   | <b>No</b> | <b>Yes</b> |
| 9. Electrical equipment turned off when not in use.   | <b>No</b> | <b>Yes</b> |
| 10. Malfunctioning electrical equipment immediately reported or taken out of service.             | <b>No</b> | <b>Yes</b> |
| 11. Areas kept as clean and neat as possible.   | <b>No</b> | <b>Yes</b> |
| 12. Materials stacked so as not to tip or fall.   | <b>No</b> | <b>Yes</b> |

13. Corridors and doorways kept free and clear of obstructions. **No** **Yes**

**Fire and Life Protection Systems**

1. Adequate lighting in corridors, exits, and stairwells **No** **Yes**

2. Exit signs illuminate as required (all lights working). **No** **Yes**

3. Evacuation routes adequately posted. **No** **Yes**

4. Evacuation signs maintained-none defaced or missing. **No** **Yes**

5. Fire doors not wedged or blocked open, especially stairwells. **No** **Yes**

6. Stairwells free of obstacles, storage, debris, etc. **No** **Yes**

7. Corridors and exits unobstructed (no storage of files, furniture, etc.). **No** **Yes**

8. Stairwells, corridors, and exits free of trip and slip hazards. **No** **Yes**

9. Fire detection and alarm systems tested regularly. **No** **Yes**

10. Fire sprinkler connections and shut off valves visible and accessible. **No** **Yes**

11. Fire sprinkler heads clean and unobstructed. **No** **Yes**

12. Adequate clearance (3 feet) for all fire extinguishers and hoses. **No** **Yes**

13. Fire equipment in proper locations and undamaged. **No** **Yes**

14. Fire evacuations director and assistant positions updated and fully Staffed **No** **Yes**

15. All occupants instructed on evacuation plan. **No** **Yes**

CAMP LOCATION \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_ INSPECTED BY \_\_\_\_\_

OFFICIAL TITLE \_\_\_\_\_

## **FIRE DRILL CHECKLIST**

Name of Building: \_\_\_\_\_

Building Address: \_\_\_\_\_

Name of Day Camp: \_\_\_\_\_

Drill Monitor: \_\_\_\_\_ Title/Position \_\_\_\_\_

Fire Drill Location: \_\_\_\_\_ Floor/Location to which occupants relocated: \_\_\_\_\_

Method of activation of fire alarm: \_\_\_\_\_

Time fire alarm activated: \_\_\_\_\_ Time occupants vacated fire drill floor: \_\_\_\_\_

### ***Floor Response Personnel***

1. Evacuation Director present:	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
2. Assistant Evacuation Director (s) present:	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
3. Stair well monitors:	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
4. Elevator monitors:	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
5. Search monitors:	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
6. Assistants to the physically disabled and non-ambulatory:	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
7. Interior doors closed but not locked after searched.	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
8. Evacuation assistants checked rest rooms.	<b>No</b>	<b>OK</b>	<b>Unobserved</b>
Over all response of floor response team.	Satisfactory		Unsatisfactory

***Occupant Response***

1. Occupant initial response on sounding of alarm.	Satisfactory		Unsatisfactory
2. Occupant noise level.	Satisfactory		Unsatisfactory
3. Occupants aware of location of stairwell.	<b>Yes</b>	<b>No</b>	<b>Unobserved</b>
4. Did evacuation proceed in smooth and orderly manner?	<b>Yes</b>	<b>No</b>	<b>Unobserved</b>
5. Did visitors to building participate in drill?	<b>Yes</b>	<b>No</b>	<b>Unobserved</b>
6. Overall response of occupants.	Satisfactory		Unsatisfactory

Drill Monitor Signature: \_\_\_\_\_

Date of fire drill:  
\_\_\_\_\_