



TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

RISK REMINDER

Life Safety Inspections

Performing monthly inspections utilizing a basic life safety checklist is essential to maintaining a safe environment in your buildings. Here are some key items that should be included in such a checklist.



- ✓ **Smoke Alarms** - Regularly test and replace batteries in smoke alarms.
- ✓ **Fire Extinguishers** - Check fire extinguishers for proper pressure and ensure access. Verify they are up to date and initial/date tag.
- ✓ **Emergency Exits/Lights** - Keep emergency exits clear of obstacles. Test battery backup for each emergency apparatus.
- ✓ **Electrical Safety** - Inspect electrical cords and outlets. Avoid overloading circuits and use surge protectors.
- ✓ **Carbon Monoxide Detectors** - Install and regularly test detectors. Carbon Monoxide is odorless and deadly.
- ✓ **Escape Plans** - Create, practice and post escape plans for your facility. Know where to go in the event of an emergency.

Rectify any unsatisfactory findings as soon as possible.

Remember to document inspections and keep records for at least three years. These safety measures can save lives and protect property in critical situations.

For more information, contact TOIRMA at (888) 562-7861

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7