

Classroom Safety Checklist for Building/Room

Contact Name/Phone _____

Activity	Yes	No	Comments (use back if necessary)
Are there two emergency exits free of potential hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
If you are in a multi-story building, do you know where the stair chair is located?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you locate the nearest fire alarm pull station?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you locate the nearest Fire Extinguisher? Does the arrow on the extinguisher indicate "Charged" (green area at the top of the dial)? or is the arrow in a red zone?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you locate the nearest First Aid Kit? AED?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there anyone in the class who needs assistance during evacuations? (If yes, designate people to assist.)	<input type="checkbox"/>	<input type="checkbox"/>	
Does everyone keep their cell phone up-to-date in the portal to receive timely WVM Alerts?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Classroom Emergency Phone instructions posted next to the phone? Does the phone work? Press bottom button to test	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an Emergency Guideline poster in the room?	<input type="checkbox"/>	<input type="checkbox"/>	

Questions, missing items or other concerns?

Call 408-741-2676 (West Valley) 408-855-5181 (Mission) or email wvm.emergencycoord@wvm.edu

PLEASE: Return this form to WVMCCD Police

Free safety training schedule and Emergency Guidelines are on the Portal under "Campus Safety"

