



THE UNITED GRAND CHAPTER OF AUSTRALIA

Order of the Eastern Star

HAVING JURISDICTION WITHIN THE STATES AND TERRITORIES OF AUSTRALIA AND ITS DEPENDENCIES

Fire, Electrical and Security Safety Review - Checklist

**Chapter Name &
Date of Review:**

Chapter & No

Date of Review

Review Conducted By:

Name (Printed)

Signature

Address of Premises:

	Yes ✓	No ✓	Comments
Fire & Electrical Safety			
1. Are there adequate fire extinguishers installed? For those installed, do they have a recent inspection date marked on them?			
2. The extinguishers are easily accessible with no obstructions, and there is adequate signage in clear line of sight.			
3. Do Members know where the fire extinguishers are located? Does anyone in the Chapter know how to operate one?			
4. If there is a kitchen, a fire blanket is available, and has been regularly inspected to ensure it is in accordance with fire regulations.			
5. Members know where the fire blanket is located and have been shown how to deploy it.			
6. Smoke detectors are installed on the premises and the batteries are checked regularly.			
7. Fire exits are clearly signed and lit.			
8. Fire exits are kept clear at all times and exit doors open easily.			
9. Safety switches are fitted to the switchboards.			
10. The electrical wiring has been checked by a certified electrician within the past 10 years.			
Security & Safety			
1. The premises is in good repair (doors and windows) to resist entry by unauthorized people.			
2. All handrails, walkways, stairs and paths are clear of obstructions, in good repair, and well lit.			
3. All car parks and roadways are well-lit, and free of potholes, uneven pathways, etc.			
4. All inside floor coverings are even and in good repair, without trip hazards.			
5. Floors and walkways are clear of electrical cables, power boards and other hazards.			



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Are there any other hazards or issues identified during this review that need to be reported and remediated?

- ★ If you own your premises, this report is to be forwarded to your building committee for their information and/or action as required.
- ★ If you rent your meeting premises, report any issues to the owner and follow up as necessary.



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Emergency Plan – Checklist

**Chapter Name &
Date of Review:**

Chapter & No

Date of Review

Review Conducted By:

Name (Printed)

Signature

Address of Premises:

	Yes ✓	No ✓	Comments
Emergency plan			
1. Nominated Members of the Chapter have been tasked with the co-ordination of an emergency situation and those members are fully aware of the importance of their role and the procedures to be followed.			
2. The Chapter has considered the options available if an evacuation is required ie. the safest routes to follow depending on the nature of the emergency and the appropriate marshalling areas.			
3. The Chapter has considered the options available if a lockdown is required ie. the safest places within the Chapter room, the locking of windows/doors and where light switches are located etc.			
4. The Chapter has revised the location of the Attendance Book during meetings and has made it accessible if an emergency evacuation is necessary.			
5. All members of the Chapter are aware that an Emergency Plan is in place and what they need to do.			
6. A mock emergency evacuation or lockdown is carried out at least every 12 months and the results are reviewed and any issues addressed.			
7. All members and visitors are made aware that an Emergency Plan has been implemented and who the Emergency Wardens are			
8. The Chapter has completed the Annual fire, electrical, security and general safety checklist and taken any remediation action as necessary			