



**PRE-EVENT CHECK SHEET TO BE CONDUCTED**  
**BY DAY OF COORDINATOR (DOC)**

- Inspect to ensure Emergency Exit doors locked in open position for the following doors:
  - Exit 1 Main entrance
  - Exit 2 Both doors for exiting to the back of the barn
- Inspect Exit 3 at end of barn to make sure it is able to be easily opened and that the alarm feature is activated.
- Inspect all Emergency Exits to insure that the egress is not blocked
- Check all doors that are for storage to make sure they are locked and with a no exit sign on them. To include:
  - Stairs to 1<sup>st</sup> floor
  - Tool storage room
  - Decorations Room
  - Extra storage room
  - Door up the 3<sup>rd</sup> floor stairs
- Confirm that tables are set with a 44 inch minimum for aisle ways
- Confirm the signage for the Emergency Gatherings Spaces.
- Take walkie talkies, flash lights and megaphones out of their storage space and place in the DOC office to be readily available.
- Check that all keys are on their designated rings in the cabinet in the DOC office.
- Confirm that all parking signage is in place to insure that the Fire Lane to the barn on both sides remains open in the event of an Emergency.
- Test that Emergency Lighting is working.
- Set up Smoking Sign and Butt Bucket in designated space
- Check all four fire extinguishers are in place and up to date

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_ Time: \_\_\_\_\_

