**Module 5.1 – Sample Checklist for Conducting an Audit for an Inclusive Fire Station and Facilities**

**STEPS to conducting an Audit**

|  |  |
| --- | --- |
| 1. **Identify the purpose of the assessment** | |
| * Taking stock of existing facilities / infrastructure |  |
| * Creating recommendations for change |  |
| * To make station / facilities more accessible |  |
| * To make station / facilities more inclusive |  |
| * To make station / facilities more private |  |
| * To update station / facilities |  |
| * To make station / facilities more uniform |  |
| * Comfort level of growing department |  |
| * Level of comfort for male firefighters |  |
| * Level of comfort for female firefighters |  |
| * Level of comfort for underrepresented firefighters |  |
| *COMMENTS: Use this space to include any findings or additional information to assist with the audit* | |

|  |  |
| --- | --- |
| 1. **Considerations for a checklist** | |
| * What is the age of the facility |  |
| * Have any upgrades/updates taken place (if yes, when) |  |
| * Maximum occupancy during day shift |  |
| * Maximum occupancy during night shift |  |
| * Is facility independent or shared with other divisions |  |
| * Maximum number of trucks allocated to facility |  |
| * Number of washrooms for men |  |
| * Number of washrooms for women |  |
| * Number of unisex washrooms |  |
| * Number of stalls in washrooms for men |  |
| * Number of stalls in washrooms for women |  |
| * Number of stalls for unisex washrooms |  |
| * Number of locks to stalls in the male washroom |  |
| * Number of locks to stalls in the female washroom |  |
| * Number of locks to stalls in the unisex bathroom |  |
| * Number of changerooms for men |  |
| * Number of changerooms for women |  |
| * Number of unisex changerooms |  |
| * Number of private change stalls in male changeroom |  |
| * Number of private change stalls in female changeroom |  |
| * Number of private change stalls in unisex changeroom |  |
| * Number of locked stalls in male changerooms |  |
| * Number of locked stalls in female changerooms |  |
| * Number of locked stalls in unisex changerooms |  |
| * Mixed sleeping dormitory |  |
| * Male only sleeping dormitory |  |
| * Female only sleeping dormitory |  |
| * Identify level of privacy male firefighters feel (Between 1 and 5, 5 being the greatest) |  |
| * Identify level of privacy female firefighters feel (Between 1 and 5, 5 being greatest) |  |
| * Identify level of privacy underrepresented firefighters feel (Between 1 and 5, 5 being greatest) |  |
| * Identify level of comfort male firefighters feel (Between 1 and 5, 5 being the greatest) |  |
| * Identify level of comfort female firefighters feel (Between 1 and 5, 5 being greatest) |  |
| * Identify level of comfort underrepresented firefighters feel (Between 1 and 5, 5 being greatest) |  |
| * Identify level of sense of inclusiveness for male firefighters in common areas (Between 1 and 5, 5 being greatest) |  |
| * Identify level of sense of inclusiveness for female firefighters in common areas (Between 1 and 5, 5 being greatest) |  |
| * Identify level of sense of inclusiveness for underrepresented firefighters in common areas (Between 1 and 5, 5 being greatest) |  |
| *COMMENTS: Use this space to include any findings or additional information to assist with the audit* | |

|  |  |
| --- | --- |
| 1. **List facilities audit attendees** | |
| * Fire Chief *[NAME]* |  |
| * Deputy Fire Chief *[NAME]* |  |
| * Platoon Chief *[NAME]* |  |
| * Assistant / Deputy Platoon Chief *[NAME]* |  |
| * Captains *[NAME]* |  |
| * Acting Captains *[NAME]* |  |
| * Firefighters *[NAME]* |  |
| * Probational Firefighters *[NAME]* |  |
| * Operational Staff *[NAME]* |  |
| * Union Representatives *[NAME]* |  |
| * *List other attendees here* |  |
| * *List other attendees here* |  |
| * *List other attendees here* |  |
| *COMMENTS: Use this space to include any findings or additional information to assist with the audit* | |
| **Identify the following facility design considerations** | |
| * Enhance privacy |  |
| * Facilitate strong health and safety practices |  |
| * Encourage professionalism |  |
| * Reduce litigation |  |
| * Demonstrate commitment to diversity and inclusion |  |
| * Encourage public confidence |  |
| * Expand facility longevity |  |
| * Proactively respond to future needs |  |
| * *List other considerations here* |  |
| * *List other considerations here* |  |
| * *List other considerations here* |  |
| *COMMENTS: Use this space to include any findings or additional information to assist with the audit* | |
| **Identify the following fire station design considerations** | |
| * Gender-neutral, single-user washrooms, changing & shower facilities |  |
| * Enough private shower facilities that firefighters can practice timely post-incident decontamination |  |
| * Dormitory/sleeping facilities that allow for privacy |  |
| * Private locked space for nursing or pumping that is not a bathroom |  |
| * Firefighter input, including people of all genders and faiths |  |
| * Quiet study facilities |  |
| * Clear signage |  |
| * Ongoing review of failures and oversights in existing facilities |  |
| * Sensitivity to how station redesign intended to accommodate women can create tension between female and male firefighters |  |
| * Prayer rooms |  |
| * *List other considerations here* |  |
| * *List other considerations here* |  |
| * *List other considerations here* |  |
| *COMMENTS: Use this space to include any findings or additional information to assist with the audit* | |