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

**STEPS to conducting an Audit**

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| 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* |

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| 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* |

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| 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* |