

EMERGENCY PLANNING CHECKLIST

Date	
Location	
Completed by	

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable **OK** **AN** **N/A**

1	Employees have been trained and know how to report an emergency as well as the location of alarm pull boxes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The employee alarm system uses a distinctive signal for each purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The type and meaning of each emergency alarm or signal has been communicated to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The alarm system is recognizable and perceptible in all areas during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The alarm system is properly maintained and tested regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Employees know the evacuation routes and the assembly areas for the facilities where they work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Employees know where to go if a shelter-in-place emergency order is given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Employees know where the nearest first aid kits, medical stations, and AEDs are located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Employees who have procedures to follow during an emergency have been notified and fully understand their role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMERGENCY ACTION PLAN

10	An emergency action plan is in place to guide employer and worker actions during workplace emergencies. NOTE: <i>While an emergency action plan is only required when an OSHA standard requires one, having a plan is a good way to prepare and protect workers and the business during an emergency.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11	The plan considers all potential natural or man-made emergencies that could disrupt the workplace, the impact of emergencies on operations, and the response is tailored to the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	The plan contains a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	The plan contains the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	The plan addresses how medical assistance will be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	The plan identifies where personal information on workers can be obtained in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	The plan identifies the conditions under which an evacuation would be necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	The plan identifies a clear chain of command and designates a person authorized to order an evacuation or shutdown of operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	The plan addresses the types of actions expected of different workers for the various types of potential emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	The plan designates who, if anyone, will stay to shut down critical operations during an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	The plan outlines specific evacuation routes and exits, and these are posted in the workplace where they are easily accessible to all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	The plan addresses procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	The plan identifies one or more assembly areas (as necessary for different types of emergencies) where workers will gather and a method for accounting for all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	The plan addresses how visitors will be assisted in evacuation and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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24	The plan identifies a preferred method for reporting fires and other emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	The plan describes the method to be used to alert workers, including disabled workers, to evacuate or take other action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Employees have been provided with a copy of the emergency action plan to review and also know where to locate it for future reference.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	The plan is reviewed and revised periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOORS				
28	Doors that are required to serve as exits are designed and constructed so that the path of exit travel is obvious and direct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Exit doors and doors in the required path to the exit are not locked, blocked, or otherwise obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Exit doors can be opened from the direction of exit travel without the use of a key, tool, or any special knowledge or effort when the building is occupied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Exit doors are side-hinged and swing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	No revolving, sliding, or overhead doors serve as required exit doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Panic hardware or fire exit hardware installed on a required exit door allows the door to open by applying a force of 15 pounds or less in the direction of the exit traffic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Doors on cold storage rooms are provided with an inside release mechanism that releases the latch and opens the door even if the door is padlocked or otherwise locked on the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Where exit doors open directly onto a street, alley, or where vehicles may be operated, adequate barriers and warnings are provided to prevent workers from stepping into traffic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Doors that swing in both directions, located between rooms with frequent traffic are provided with viewing panels in each door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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37	Glass doors, glass panels in doors, windows, etc., that are subject to human impact, are made of safety glass that meets the requirements for human impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXIT ROUTES				
38	There are sufficient exits to permit prompt escape in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	All exit routes are at least 28 inches wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	The number of exits from each floor or level, and the number of exits from the building itself, are appropriate for the occupant load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	At least two exits are provided from elevated platforms, pits, and rooms where having only one exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	Routes to exits, when not immediately apparent, are marked with visible exit signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	All exits have exit signs that are illuminated internally or by a reliable light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Exit signs are labeled with the word "EXIT" in lettering at least 6" high and the stroke of the lettering at least 3/4" wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Doors, passageways, and stairways that are not exits or access to exits, but could be mistaken for exits, are appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	All exit routes that could be affected during a blackout are protected by emergency lights and those lights are working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Emergency lighting, where provided, is tested for 30 seconds monthly, and 90 mins. annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Ramps that are used as part of required exiting from a building have a slope limited to 1' vertical and 12' horizontal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Action Needed Items and Additional Notes:

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