

Emergency Action Plan Checklist

Most workplaces are required to establish and implement an Emergency Action Plan. Use this Checklist to determine if your EAP includes all required elements – or to help create a new EAP.

GENERAL			
Item	Yes	No	Comment
EAP created for fire, explosions, chemical spills and other disasters			
Hazard assessment done to identify potential man-made disasters			
EAP lists contact info of key personnel			
EAP lists contact info of local emergency responders			
EAP provides for emergency communications			
EAP lists names, titles, departments and phone numbers of contacts			
EAP lists responsibilities of key personnel			
EAP lists how rescue operations are to be performed			
EAP lists how medical assistance will be provided			
EAP describes how employees can be contacted in an emergency			
EVACUATION/SHELTERING IN PLACE			

Item	Yes	No	Comment
EAP identifies when evacuation necessary			
EAP establishes clear chain of command for evacuation			
All employees know who's in charge for evacuation			
Person in charge of evacuation can order employees to shelter in place			
EAP spells out responsibilities of different personnel in evacuation based on type of emergency			
EAP identifies alarm/emergency notification systems and procedures			
EAP designates evacuation wardens			
EAP clearly describes responsibilities of evacuation wardens			
EAP clearly describes evacuation and exit routes, including attachments of floor plans and maps			
Maps clearly mark location of routes, exits, assembly points, equipment like fire extinguishers, first aid kits, etc.			
Exit routes clearly marked			
Exit routes kept free of equipment, debris and other obstructions			

Evacuation procedures are in place			
EAP identifies assembly area(s) based on different types of emergencies, e.g., fires, earthquakes, chemical spills, etc.			
EAP addresses evacuation of visitors			
EAP provides for sheltering in place			
REPORTING EMERGENCIES/ALERTING EMPLOYEES			
Item	Yes	No	Comment
EAP establishes procedure for reporting fires and other emergencies, e.g., calling 911			
EAP establishes backup procedures for reporting emergencies			
EAP establishes alarm system or other method to alert employees of emergencies			
EAP establishes backup procedures for alerting employees of emergencies			
Alarms are distinctive and recognized by all employees as a signal to evacuate or take other actions required of them by EAP			

Provisions are made to notify, instruct and assist disabled and/or non-English speaking employees in emergencies			
Evacuation wardens are in charge of ensuring all employees get out safely			
EMPLOYEE TRAINING & DRILLS			
Item	Yes	No	Comment
EAP establishes procedure for training employees in responding			
Training includes response to different kinds of emergencies			
Training was provided when EAP was first created			
Training is provided when new employees are hired			

Training addresses: * Overview of EAP * Individual roles and responsibilities * Threats, hazards and protective measures * Notification, warning and communication procedures * Emergency response procedures * Evacuation and sheltering in place procedures * Location and use of emergency equipment * Emergency shutdown procedure * First aid procedures * Use of portable fire extinguishers			
EMERGENCY MANAGEMENT & FOLLOW-UP			
Item	Yes	No	Comment
EAP establishes procedure for addressing employees' immediate and ongoing needs			
EAP establishes process for recovery			
EAP establishes process for resumption of operations			
EAP REVIEW			
Item	Yes	No	Comment
EAP is reviewed with employees			

EAP is posted in a conspicuous place (or reviewed with employees orally if there are fewer than 10 employees)			
EAP has been reviewed with local emergency responders or other outside participants			
EAP has been reviewed with other occupants of building or site to ensure coordination			
EAP is reviewed periodically			
EAP is reviewed after practice drills			
Emergency contact information is kept current			
EAP is reviewed after renovations and changes to floor plans			