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/SH	ELTE	RING	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 EMERGENC	IES/	ALER	RTING 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			

			 	
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	
<pre>Item EAP establishes procedure for</pre>	Yes	No	Comment	
	Yes	No	Comment	
EAP establishes procedure for	Yes	No	Comment	
EAP establishes procedure for training employees in	Yes	No	Comment	
EAP establishes procedure for training employees in responding	Yes	No	Comment	
EAP establishes procedure for training employees in responding Training includes response to	Yes	No	Comment	
EAP establishes procedure for training employees in responding Training includes response to different kinds of	Yes	No	Comment	

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				

EHERGENCT HANAGEHENT & FOLLOW-OF			
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	
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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	