Tool: Questionnaire – How Prepared Are You for an Emergency?

Knowing what to do in an emergency (fire, chemical spill, natural disaster, etc.) helps evacuation move quickly and safely, allows for the quick contact of emergency services, prevent further destruction, and save lives. Use this Questionnaire to quiz workers on how they would respond in an emergency. Their answers and feedback will help you identify holes in your emergency planning programs and your training. You can edit the Questionnaire to fit the specific needs of your organization.

How do you activate the alarm for a fire? For any other kind of emergency?
How do you contact the in-plant fire brigade?
Where are the nearest telephones from your work area?
What are the phone numbers for various emergency agencies including the fire department?
What is the physical address of your work location?
How would you give directions to an ambulance or other emergency service to reach your area?
Who are the qualified first aid personnel where you work?
Where is the first aid equipment located?

What are the two emergency exit routes from your work area?
Where should you assemble outdoors if you must evacuate the building?
Where is the fire extinguisher located? Do you know how to use it? If not, where and how will you get training?
Who on your crew knows CPR?
Where are the safety showers and eyewash stations in this work area? Do you know how to operate them?
Where are the SDSs (Safety Data Sheets) for the chemicals used in your work area?
Who in your area is trained to clean up a chemical spill?
Do you have an emergency survival kit in your work locker or your vehicle in case of a disaster while you are away from home? What should such a kit contain?