

Emergency Action Plan Checklist

- ☐ Does your plan include procedures for reporting emergencies?
- ☐ Are there evacuation procedures or other actions that must be taken to ensure employee safety in an emergency?
- ☐ Do you know your exit route assignment(s)?
- ☐ Are there procedures for employees who must stay at the work place to operate critical plant operations before evacuating? Do you know which employees (if any) these are?
- ☐ Is there a procedure to account for everyone after an evacuation?
- ☐ Does it list rescue and medical duties for any employees who are assigned such duties?
- ☐ Is there a list of who (names or job titles) can be contacted for further clarification of the plan?
- ☐ Is your plan oral or written? Which should it be?
- ☐ Is there an appropriate employee alarm for your type of facility?
- ☐ Are you provided appropriate training?
- ☐ Is there an EAP review, as required?