



Emergency Action (Evacuation) Plan Checklist

Agency/Location: _____ Evaluation Date: _____

- ___ 1. Is the Emergency Action Plan written? (1910.38(a)(1))
- ___ 2. Is the written plan accessible to employees? (a)(5)(iii)
- ___ 3. Are emergency escape procedures and emergency escape routes assigned? (a)(2)(i)
- ___ 4. Are procedures established to account for all employees after the emergency evacuation has been completed? (Designated gathering sites)(a)(2)(iii)
- ___ 5. Has an employee alarm system been established? Specific to a particular OSHA standard (29 CFR 1910.165)
- ___ 6. If an employee alarm system is used for other purposes, have distinctive signals for each purpose been developed? .165(b)(3)
- ___ 7. Has the employer designated and trained a sufficient number of persons to assist in the safe and orderly evacuation of employees (generally one warden per 20 employees)? (See Appendix to Subpart E - Means of egress, 3.)
- ___ 8. Has the employer reviewed the emergency action plan with each employee covered by the plan initially, and when the plan or the employee's responsibilities under the plan change? .38(a)(5)(ii)
- ___ 9. Is the written plan kept at the workplace and available for employee review? .38(a)(4)(ii)
- ___ 10. Does the employer actually intend to have employees respond to emergencies?
- ___ 11. Does the employer intend to have employees handle incidental releases?
___ If so, are the training, tools, equipment and PPE appropriate for handling small releases of the hazardous substance available in the work area?
- ___ 12. Are the evacuation routes and procedures developed, and do they work well with the methods developed for emergency alerting and the designation of places of refuge? .38(a)(2)(ii)
___ Are the meeting places specified in the Emergency Action Plan? .38(a)(2)(iii)
- ___ 13. Are the necessary shutdown procedures documented and detailed? .38(a)(2)(ii)
- ___ 14. The emergency evacuation routes are required to be posted, are the locations identified in the Emergency Evacuation Plan?
- ___ 15. Is the Agency Control Director identified?
___ Is there a procedure for contact between these individuals and Emergency Services?
- ___ 16. Are provisions in place to assist disabled individuals who may need assistance getting out?
- ___ 17. Is the 911 emergency telephone number identified in the plan?
- ___ 18. Has all building or departmental safety equipment (extinguishers, fire hoses, exit signs, emergency lab equipment, etc) been inspected, repaired or replaced as needed?

COMMENTS:

Reviewed by _____ Date: _____

CODE: Y = Yes N = No N/A = Not applicable