



Emergency Action Plan Hazard Checklist

Hazard Mitigation		Satisfactory	Needs Attention	Not Applicable	Target Date for Completion	Date Completed
1.	Training on your Emergency Action Plan and procedures is provided whenever you modify the plan or hire new employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Your employees know where to find and access your plan easily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Emergency escape and exit routes have been developed and discussed with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	All exit routes are well lit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Emergency exit signs are checked monthly for proper operation and they're easily visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Exit routes are clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Workers who oversee the evacuation process are trained on the procedures to follow during an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Workers know who the emergency coordinators are and have their contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Emergency coordinators are trained on how to assist workers who have special needs during an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	The procedures identify who to report to and when during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Procedures are in place on how to monitor workers after an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	A plan of action is in place if someone is missing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.	Workers know where to gather after an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14.	Your alarm system is tested and maintained on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15.	Practice evacuation drills are held regularly .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Workers know to only use the stairways during an emergency evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Actions Taken to Correct Items Checked as "Needs Attention"

Hazard #	
Hazard #	
Hazard #	
Hazard #	
Hazard #	

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Name

Date