

EMERGENCY ACTION PLAN CHECKLIST

	Yes	No		Yes	No
1. Has an emergency action plan been established with assigned responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	15. Have plans been made for capture and control of elevators?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has a clear cut emergency organization been established preferably following existing lines of authority?	<input type="checkbox"/>	<input type="checkbox"/>	16. Have arrangements been made for emergency repair or restoration of service?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are organization members designated by position and not just by name?	<input type="checkbox"/>	<input type="checkbox"/>	17. Have drills and training been adequate to ensure a workable emergency plan?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do organization members know Their own responsibilities, as well as who has decision making authority in any given situation?	<input type="checkbox"/>	<input type="checkbox"/>	18. Are floor plans showing location of all exists, fire-protection equipment shutoff valves etc. readily available for use by the fire service and other emergency personnel?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a central command centre location been established?	<input type="checkbox"/>	<input type="checkbox"/>	19. Has a positive method been established to notify the fire service?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are communications at the command centre adequate?	<input type="checkbox"/>	<input type="checkbox"/>	20. Has responsibility been established to ensure a timely evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do emergency organization members know under what circumstance they are to report to the command centre?	<input type="checkbox"/>	<input type="checkbox"/>	21. Does the emergency action plan call for the entire area to be inspected to make certain that total evacuation has been achieved?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are emergency telephone numbers posted in the command centre and throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	22. If a fire is discovered, have plans been made to ensure that the fire alarm has been activated?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do organization members know what medical resources are available and how to access them?	<input type="checkbox"/>	<input type="checkbox"/>	23. Have plans been made to direct and occupants to a safe outside area?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are evacuation procedures Established and familiar to all Employees?	<input type="checkbox"/>	<input type="checkbox"/>	24. Have a fire brigade been established assist the fire service upon its arrival?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have special procedures been established for evacuation of the handicapped?	<input type="checkbox"/>	<input type="checkbox"/>	26. Has a plan been established to monitor a fire pending arrival of the fire service?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are fire reported procedures established and familiar to all Employees?	<input type="checkbox"/>	<input type="checkbox"/>	27. Has the salvage plan been reviewed with the fire service?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have firefighting plans been developed that coordinate internal and external resources?	<input type="checkbox"/>	<input type="checkbox"/>	28. Has the entire emergency action plan been reviewed with the local fire service?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have emergence shutdown procedures been developed?	<input type="checkbox"/>	<input type="checkbox"/>			