



Emergency action plan checklist

Create a written emergency plan (legally required for employers with more than 10 employees).

Keep the emergency action plan readily available to all employees.

Educate employees about what type of emergency requires evacuation.

Ensure employees have access to — and know where to find and use — first aid equipment, fire suppression equipment, and any other equipment to prevent hazards.

Determine communication methods and procedures for use during an emergency, including a chain of command that designates which employees authorize evacuation procedures.

List the procedures for reporting a fire or other emergency.

List the evacuation procedures for employees whose work is critical to operations.

Include post-evacuation procedures for all employees.

List procedures for rescue/medical duties.

List the job titles and/or names of employees who can provide more information on the plan to other employees.

Designate and train employees who will assist in safely evacuating other employees during an emergency.

Create evacuation maps that clearly mark primary and secondary egresses and gathering points.

Maintain an alarm system in compliance with 29 CFR 1926.159. Each emergency type (e.g., fire, chemical release) must have a distinctive alarm signal.

Include procedures to address employees with disabilities, visitors, and employees who don't speak English.

Regularly review and update the plan.

Review the emergency plan with each employee under the plan when it's developed, assigned, or when part of the plan is changed.

