



OSHA Emergency Action Plan Checklist

Emergency Action Plan	Yes	No	N/A	Comments
<p>An emergency action plan is in place to guide employer and worker actions during workplace emergencies.</p> <p>NOTE: While an emergency action plan is only required when an OSHA standard requires one, having a plan is a good way to prepare and protect workers and the business during an emergency.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan considers all potential natural or man-made emergencies that could disrupt the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan considers all potential internal sources of emergencies that could disrupt the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan considers the impact of these internal and external emergencies on workplace operations and the response is tailored to the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan contains a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan contains the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan addresses how medical assistance will be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Action Plan	Yes	No	N/A	Comments
The plan identifies how or where personal information on workers can be obtained in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies the conditions under which an evacuation would be necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies a clear chain of command and designates a person authorized to order an evacuation or shutdown of operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan addresses the types of actions expected of different workers for the various types of potential emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan designates who, if anyone, will stay to shut down critical operations during an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan outlines specific evacuation routes and exits, and these are posted in the workplace where they are easily accessible to all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies one or more assembly areas (as necessary for different types of emergencies) where workers will gather and a method for accounting for all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan addresses how visitors will be assisted in evacuation and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies a preferred method for reporting fires and other emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan describes the method to be used to alert workers, including disabled workers, to evacuate or take other action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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