

Emergency procedure checklist

Hierarchy	
Company	

Checklist Details	
Inspector	
Date	

Inspection/Checklist	
Do you have a process in place for signaling an emergency evacuation?	Y / N
Observation	
Have you established an "all-clear" signal and re- entry procedures?	Y / N
Observation	
Have you identified how people should be accounted for?	Y / N
Observation	
Are emergency exits marked and clear of obstructions?	Y / N
Observation	
Have you identified emergencies which may require evacuation? e.g fire, explosion chemical spills, bomb threat	Y / N
Observation	
Have you identified how people should evacuate the workplace, including how and where to?	Y / N
Observation	

Are all workers aware of and trained in emergency procedures?	Y / N
Observation	
Are regular evacuation drills carried out?	Y / N
Observation	
Do you have an appointed person to manage an emergency evacuation?	Y / N
Observation	
Do you have an assembly place or muster point after evacuation?	Y / N
Observation	
Do you have a procedure associated with these identified threats?	Y / N
Observation	
Are emergency procedures prominently displayed in your workplace?	Y / N
Observation	

Contacts	
Fire officer/s	
First Aid officer/s	
Evacuation officer	
Emergency contact/s	