

Emergency Action and Fire Prevention Plans

Instructions: This checklist is intended to help you identify potential hazards in your workplace. The questions are based on applicable Federal OSHA standards. Keep in mind that additional state and local regulations may apply, depending upon your location. Please check one answer for each question. If you select “no,” you should investigate further to determine what corrective action may be needed to address the hazard. You can review the specific OSHA Standards outlined below at www.osha.gov/law-regs.html. Choose “General Industry” or “Construction.”

| | Questions | OSHA Regulation | Yes | No | N/A |
|----|--|-----------------|-----|----|-----|
| | Emergency Action and Fire Prevention Plans | | | | |
| 1) | Does your facility have a written emergency action plan? | 1910.38(b) | | | |
| 2) | Does your facility have a written fire prevention plan? | 1910.39(b) | | | |
| 3) | Are there procedures for emergency evacuation, including type of evacuation and exit route assignments? | 1910.38(c)(2) | | | |
| 4) | Are there procedures to account for all employees after evacuation? | 1910.38(c)(4) | | | |
| 5) | Does the employer maintain an employee alarm system and use a distinctive signal? | 1910.38(d) | | | |
| 6) | Does the employer inform employees upon initial assignment to a job of the fire hazards to which they are exposed? | 1910.39(d) | | | |
| 7) | Has the employer designated and trained employees to assist in a safe and orderly evacuation of other employees? | 1910.38(e) | | | |

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