

BUILDINGWRENCH

EMERGENCY ACTION PLAN REVIEW CHECKLIST

A management review aid for keeping a site emergency plan current.

PLAN REVIEW

Review item	Current?	Action / owner
Emergency reporting procedures	☐ Y ☐ N	
Evacuation procedures and route assignments	☐ Y ☐ N	
Employee / occupant accountability procedures	☐ Y ☐ N	
Roles for critical operations before evacuation	☐ Y ☐ N ☐ N/A	
Rescue / medical duties for designated staff	☐ Y ☐ N ☐ N/A	
Plan contacts / responsible roles	☐ Y ☐ N	
Alarm / notification information	☐ Y ☐ N	
Accessibility / assistance planning	☐ Y ☐ N	
Assembly / refuge locations	☐ Y ☐ N	
Coordination with outside responders / tenants	☐ Y ☐ N ☐ N/A	
Training and drill records	☐ Y ☐ N	
Copies / critical records protected and accessible	☐ Y ☐ N	

REVIEW CONTROL

Review date	Reviewed by	Next review	Plan revision needed?
_____	_____	_____	☐ Yes ☐ No

This is a general review aid. OSHA 29 CFR 1910.38 contains minimum elements when an EAP is required; site-specific laws, occupancy rules and AHJ requirements may add more.

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