



Emergency Planning Checklist

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Inspector		Date		Signature	
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Emergency Planning Checklist

Inspection Item	Note	Yes	No	NA
Is there a written Emergency Action Plan / Evacuation Plan specific to the facility?		■	■	■
Are all external buildings, trailers or other structures used by facilities maintenance personnel equipped with portable fire extinguishers?		■	■	■
Are all facility maintenance workers aware of emergency procedures and how to report emergencies and injuries?		■	■	■
Are automated external defibrillators (AEDs) available at the facility: inspected monthly and serviced annually?		■	■	■
Are emergency eyewashes (and showers if applicable) available, inspected and can be reached within 10 seconds when needed?		■	■	■
Are emergency phone numbers and the location of the nearest medical facility posted at the facility and available to all maintenance workers?		■	■	■
Are portable fire extinguishers fully charged, inspected monthly and serviced annually?		■	■	■
Are portable fire extinguishers available on each floor and is one 2A extinguisher provided per 3000 sq. Ft or within 75 Ft. of the protected area?		■	■	■
Does the organization have a plan for workers at various locations to communicate in the event of emergencies?		■	■	■
Does the organization provide workers with voluntary or mandatory First Aid / CPR and AED training?		■	■	■
Does the organization require that people working alone at various locations communicate at intervals to ensure they are safe and unhurt?		■	■	■
Is a properly sized, inspected and stocked First Aid Kit available to facilities maintenance workers at the job site?		■	■	■
Is facility evacuation information including alarm signals, evacuation routes and emergency equipment locations posted throughout the facility?		■	■	■
Write Comments or Remarks here:		■	■	■