

Introduction

Drafting an emergency action plan (EAP) is not enough to ensure the safety of your employees. When an evacuation is necessary, you will need responsible, trained individuals who can supervise and coordinate activities to ensure a safe and successful evacuation. An EAP will be useful only if its content is up to date and employees are sufficiently educated and trained before an actual evacuation. The following check points will help you successfully develop and implement your plan:

Site Plan Clearly identifying

- ☐ Post-evacuation assembly point(s).
- ☐ Location of fire hydrants.
- ☐ Normal routes of fire department vehicle access.

Floor Plans Clearly Identifying

- ☐ All emergency exits
- ☐ Primary evacuation routes
- ☐ Secondary evacuation routes
- ☐ Areas of refuge
- ☐ Manual fire alarm pull stations
- ☐ Portable fire extinguishers
- ☐ Hose stations
- ☐ Fire alarm control panels
- ☐ Fire alarm annunciator panels

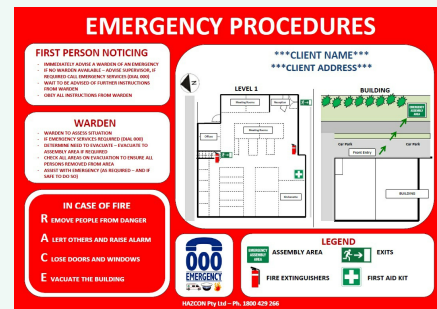
Life Safety Strategies

- ☐ Total versus partial building evacuation. protect in place
- ☐ Tactics and strategies identified.

Personnel Responsible

- ☐ Are personnel responsible for rendering medical aid identified.
- ☐ Is the primary means of occupant notification in the event of a fire or emergency identified.
- ☐ Is the secondary means of occupant notification in the event of a fire or emergency identified.
- ☐ Is the primary means of reporting a fire or emergency identified.
- ☐ Is a secondary means of reporting a fire or emergency identified.
- ☐ Is a description of the fire alarm's alerting system (bells, horns, strobes) and the pre-programmed voice message (if equipped) provided.
- ☐ What are the duties of specific personnel during a fire/emergency.
- ☐ How are they to be contacted in the event of a question?

Emergency Evacuation Procedures



Specific Instructions Provided for Employees

- ☐ Who must remain in place to operate crucial equipment prior to evacuation.
- ☐ Is there a specific post-evacuation accounting procedure for employees and occupants.

Hazard Control

- ☐ Has a list of major fire hazards associated with the use and occupancy of the premises been provided.
- ☐ Is there a description of the housekeeping/maintenance procedures during a fire/ emergency event.
- ☐ Is a list of personnel responsible for maintaining fire prevention and control systems provided.
- ☐ Is a list of personnel responsible for maintenance, housekeeping and controlling fuel hazards (if applicable) provided.

Emergency Evacuation Drills Records

- ☐ Name and title of person conducting the drill
- ☐ Date and time of drill
- ☐ Notification method used
- ☐ Staff members on duty and participating
- ☐ Number of occupants evacuated
- ☐ Special conditions simulated
- ☐ Problems encountered
- ☐ Weather conditions
- ☐ Time required to achieve total evacuation
- ☐ Annual employee fire safety plan training records been included