

SAFETY



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MATTERS

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Checklist: Disaster Planning

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- Are your employees familiar with your company's emergency action plan and fire prevention plan?
- Do you review the plans with each new employee during orientation?
- Do you review the plans again with employees any time their emergency responsibilities change or whenever the plans themselves are revised?
- Do all employees know where these plans are located so that they can review them any time they wish?
- Does each employee have an assigned evacuation route and at least one alternate route?
- Do you have a plan for evacuating disabled employees?
- Do you have a plan for helping visitors to your department evacuate the area safely?
- Do employees know where to assemble outside the facility after they have evacuated?
- Do they know who should be notified in case of an emergency?
- Are emergency numbers posted by phones, on bulletin boards, and in other conspicuous locations around the work area?
- Do employees know how to sound the alarm?
- Do they know what the alarm sounds like?
- Have a sufficient number of employees been designated and trained to assist in emergency procedures?
- Do your employees know their emergency assignments, for example:
 - Shutting down equipment?
 - Alerting other employees?
 - Rescue or medical response duties?
 - Fire warden responsibilities?
 - Helping other employees evacuate?
 - Remaining to handle critical operations until ordered to evacuate?
- Do you conduct regular emergency response drills in your department?
- Do employees understand the common causes of workplace fires and have they been trained to prevent fires?
- Do employees know the location of fire extinguishers and first-aid kits and how to use them effectively?
- Do your employees know the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area?
- Have they been trained to detect potential problems that could lead to emergency situations and report them and/or take corrective action right away?
- Are employees provided with information and training about hazardous chemicals in their work areas at the time of assignment, as well as whenever a new chemical hazard is introduced into the work area?
- Is chemical-specific information available through labels and SDSs to employees at all times?
- Are employees aware of the ways they can protect themselves from these hazards, including appropriate work practices, emergency procedures, and use of PPE?
- Do employees know which person in the company or which department to contact for more information about emergency response?

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