

Emergency Action Plan (EAP) Checklist



<i>Foundational Requirements</i>	
	Written Emergency Action Plan exists and is current
	Plan identifies the buildings and occupancies covered
	Latest revision date clearly listed
	Plan accessible to all staff
	Hard copy available at command locations
<i>Roles & Responsibilities</i>	
	Emergency Coordinator identified by name
	Alternate Coordinator assigned
	Floor or area wardens assigned
	Accountability leaders designated
	Liaison to first responders assigned
	Chain of command clearly defined
<i>Evacuation Procedures</i>	
	Primary evacuation routes identified
	Secondary evacuation routes identified
	Routes shown on posted floor plans
	Accessible evacuation procedures defined
	Assembly points assigned
<i>Facility & Systems Integration</i>	
	Fire alarm response procedures defined
	Elevator recall procedures included
	Smoke control system response outlined
	Sprinkler impairment procedures addressed
<i>Training & Drills</i>	
	Initial employee training completed
	Annual refresher training scheduled
	Scenario-based drills conducted
	Post-drill evaluations completed
	Training records maintained
<i>Documentation & Improvement</i>	
	Drill reports maintained
	After-action reports completed
	Annual plan review scheduled
	Lessons learned incorporated