Evacuation Plan Checklist

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For plants, warehouses and job sites. Tick each line when it is true on every shift. Lines follow OSHA 29 CFR 1910.38.

Site _____ Checked by _____ Date _____

☐	1	Hazards listed, with evacuate or shelter-in-place decided for each	
☐	2	Two exits from every area, marked on posted floor plans	
☐	3	Exit routes clear of equipment and storage	
☐	4	Coordinator, area wardens, shutdown crew and first-aid responders named, with backups on every shift	
☐	5	Alarm that every worker can hear or see, in every area	
☐	6	Alert instructions available in every language spoken on site	
☐	7	Muster points set, one per area, away from traffic	
☐	8	Live roster of people on site, including contractors and visitors	
☐	9	One method for wardens to report counts to the coordinator	
☐	10	Plan for anyone working alone or in remote areas	
☐	11	Drills on every shift, with the headcount timed	
☐	12	Plan reviewed after every layout, process or staffing change	
☐	13	How to report an emergency, and who to ask about the plan, posted with every exit route map	

Full guide: weavix.com/blogs/emergency-evacuation-plan

This checklist is a planning aid, not legal advice.