Emergency Evacuation Checklist

An evacuation plan and drill check covering routes, roles, assembly and accountability.

Plan and Procedures

- [ ] Confirm a written emergency action plan exists and is current.
- [ ] Verify the plan covers fire, and other relevant emergencies for the site.
- [ ] Check that alarm signals and evacuation triggers are clearly defined.
  Staff must recognize the difference between alarm signals.
- [ ] Confirm the chain of command and decision-makers are identified.
- [ ] Verify the plan names who contacts emergency services.
- [ ] Confirm the plan is reviewed after drills and any changes.

Routes and Exits

- [ ] Confirm primary and alternate escape routes are identified.
- [ ] Check that routes and exits are clear, unobstructed and unlocked.
- [ ] Verify exit and directional signage is visible and illuminated.
- [ ] Test emergency lighting along all escape routes.
  Every route should have a clearly marked alternative.
- [ ] Confirm evacuation maps are posted and match the current layout.

Roles and Wardens

- [ ] Confirm floor wardens and marshals are appointed for each area.
- [ ] Verify wardens are trained in their duties and routes.
- [ ] Check that deputies cover wardens who are absent.
- [ ] Confirm wardens have high-visibility vests or identifiers.
- [ ] Verify wardens know how to sweep their assigned areas safely.

Assembly and Accountability

- [ ] Confirm a safe assembly point is designated and signed.
- [ ] Verify the assembly point is clear of the building and hazards.
- [ ] Check that a current staff and visitor list is available for headcount.
- [ ] Confirm a person is assigned to take and report the headcount.
  Report missing people to responders; do not re-enter the building.
- [ ] Verify a process exists for late arrivals and shift changes.

Special Needs and Visitors

- [ ] Identify anyone who may need assistance to evacuate.
- [ ] Prepare personal emergency evacuation plans where needed.
- [ ] Assign trained helpers and confirm refuge areas or devices.
- [ ] Confirm visitors and contractors are included in the plan.
- [ ] Verify accessible routes and signage for those who need them.

Drills and Review

- [ ] Schedule and conduct evacuation drills at the required frequency.
- [ ] Record drill date, attendance and evacuation time.
- [ ] Debrief to identify confusion, bottlenecks or blocked routes.
- [ ] Update the plan and retrain based on drill findings.
- [ ] Confirm new employees are briefed on the plan during onboarding.
- [ ] Important: this is general guidance only and does not replace OSHA regulations, local codes, formal training or your employer's emergency action plan; confirm requirements with a qualified person.