

EMERGENCY ACTION PLAN CHECKLIST

Emergency Plan Essentials

From to

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Develop a written emergency action plan.							
Identify potential emergencies (e.g., fire, medical, natural disasters).							
Assign roles and responsibilities to staff members.							
Establish primary and secondary evacuation routes.							
Create a communication plan for staff and guests.							
Post emergency contact numbers in visible locations.							
<i>Additional Task:</i>							

Instructions:

- Review the emergency plan regularly to address changes in personnel or operations.

EMERGENCY ACTION PLAN CHECKLIST

Staff Training and Drills

Date.....

TASK	STATUS
Train staff on emergency procedures and their roles.	<input type="checkbox"/>
Conduct fire evacuation drills at least twice a year.	<input type="checkbox"/>
Train staff in CPR, first aid, and use of emergency equipment.	<input type="checkbox"/>
Provide scenario-based training for specific emergencies.	<input type="checkbox"/>
Evaluate staff performance during drills and update training as needed.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

- *Ensure all training is documented and accessible for review.*

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Emergency Supplies and Equipment

From to

TASK	1ST	2ND	3RD	4TH
Stock first aid kits and check for expired items.				
Ensure fire extinguishers are charged and accessible.				
Test smoke detectors, alarms, and sprinkler systems.				
Maintain backup power supplies and emergency lighting.				
Keep flashlights, batteries, and emergency tools in designated areas.				
<i>Additional Task:</i>				

Instructions:

- *Inspect and restock supplies monthly to maintain readiness.*

EMERGENCY ACTION PLAN CHECKLIST

Evacuation and Assembly Points

Date.....

TASK	STATUS
Mark and post evacuation routes in visible locations.	<input type="checkbox"/>
Designate assembly points for staff and guests.	<input type="checkbox"/>
Ensure evacuation routes are clear of obstructions.	<input type="checkbox"/>
Train staff to assist individuals with disabilities during evacuations.	<input type="checkbox"/>
Conduct periodic checks of emergency exits and signage.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

- *Verify that all staff know evacuation routes and assembly points.*

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Communication and Coordination

From to

TASK	1ST	2ND	3RD	4TH
Create a phone tree or group chat for staff alerts.				
Maintain up-to-date contact information for all employees.				
Establish communication channels with emergency responders.				
Assign a spokesperson for media inquiries during emergencies.				
Provide staff with templates for guest communication.				
<i>Additional Task:</i>				

Instructions:

- *Test communication systems quarterly to ensure functionality.*

EMERGENCY ACTION PLAN CHECKLIST

Post-Emergency Actions

Date.....

TASK	STATUS
Account for all staff and guests after an evacuation.	
Provide first aid to injured individuals and call for medical help as needed.	
Document the incident and response actions.	
Conduct a debriefing session with staff to review the event.	
Update the emergency action plan based on lessons learned.	
<i>Additional Task:</i>	

Instructions:

- Focus on quick recovery and improvements to the plan.