

Small Business Safety and Health Checklist - Exit Routes and Emergency Planning

This checklist is intended to help you determine actions to be taken in terms of emergency action plans and exit routes to make your workplace safer and healthier for your employees. This checklist is based on a variety of sources, including OSHA regulations and generally accepted safety and health principles.

SR. NO.	Questions	Yes	No	Comments
	Doors			
1	Are exit doors designed and constructed in such a way that the path of exit travel is obvious and direct?			
2	Is it possible that exit doors and doors in the required path to the exit are locked, blocked, or otherwise obstructed?			
3	When the building is occupied, can exit doors be opened from the direction of exit travel without the use of a key, tool, or any special knowledge or effort?			
4	Is the exit door side-hinged and swinging?			
5	Are there any revolving, sliding, or overhead doors that serve as required exit doors?			
6	Is panic or fire exit hardware installed on a required exit door that allows the door to open with a force of 15 pounds (6.80 kilograms) or less in the direction of exit traffic?			
7	Is there an inside release mechanism on cold storage room doors that releases the latch and opens the door even if the door is padlocked or otherwise locked on the outside?			
8	Are adequate barriers and warnings in place to keep workers from walking into the path of traffic when exit doors open directly onto a street, alley, or other areas where vehicles may be operated?			
9	Are doors that are located between rooms where there is frequent traffic fitted with a swing in both directions and with viewing panels in each door?			
10	Are glass doors, glass panels in doors, windows, and so on made of safety glass that meets human impact requirements?			
	Emergency Action Plans			
11	Is there an emergency action plan in place to guide employers and employees in the event of a workplace emergency?			
12	Is the plan inclusive of all potential natural or man-made disasters that could disrupt the workplace?			
13	Is the current plan taking into account all possible internal sources of emergencies that could disrupt the workplace?			
14	Is the emergency action plan designed to take into account the impact of internal and external emergencies on workplace operations, and is the response tailored to the workplace?			
15	Is there a list of key personnel with contact information, as well as contact information for local emergency responders, agencies, and contractors in the emergency action plan?			

16	Is the plan complete with the names, titles, departments, and phone numbers of people to contact for more information or an explanation of the plan's duties and responsibilities?			
17	Is the plan specific about how medical assistance will be provided?			
18	Is it specified in the plan how or where personal information on employees can be obtained in an emergency?			
19	Is there a provision in the emergency plan that identifies the conditions that would necessitate an evacuation?			
20	Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?			
21	Does the plan address the types of actions that different workers are expected to take in response to various types of potential emergencies?			
22	Is it specified in the plan who, if anyone, will remain to shut down critical operations during an evacuation?			
23	Is the plan specific in terms of evacuation routes and exits, and are these posted in the workplace where all employees can easily access them?			
24	Do the procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English, appear in the plan?			
25	Is there a plan in place that identifies one or more assembly areas where workers will congregate, as well as a method for accounting for all workers?			
26	Is there a plan in place to help visitors evacuate and account for them?			
27	Is there a preferred method for reporting fires and other emergencies in the plan?			
28	Is there a method in the plan for alerting workers, including disabled workers, to evacuate or take other action?			

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