

# Fire Prevention and Emergency Action Plan Self-Evaluation Checklist

The Occupational Safety and Health Administration (OSHA) Standard 29CFR1910.38, Emergency Action Plans, requires employers to establish an emergency Fire Prevention Plan and Emergency Action Plan. These plans provide the methods that a facility will use to prevent fires, reduce the damage caused by fires, and provide protection for employees during fires and other emergencies, such as bomb threats, and severe weather emergencies. These plans should be reviewed on a regular basis to ensure that they meet the needs of the facility and employees. This handout can be used as a guide for both reviewing and revising these plans.

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	Yes	No	N/A
<b>Plan Development and Implementation</b>			
Have all workers, such as office staff, and maintenance and production personnel, had input into the development of the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all sources of potential emergencies been addressed by the plans, including, but not limited to, fires, chemical releases, medical, weather, and bomb threats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan identify persons with specific responsibilities under the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all available resources been identified and listed in the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the plan been provided to outside resources, such as the fire and police departments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have detailed instructions been provided for supervisory staff on the use of emergency equipment, such as the voice communication system, the fire alarm system, smoke control system, or emergency power system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Prevention Plan Elements</b>			
Does the plan list the major workplace fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a listing of the fuel sources and the procedures for their proper handling and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan provide names or regular job titles of personnel responsible for control of fuel source hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Are all potential ignition sources (such as welding, smoking, and others) and their control procedures provided in the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all the types of fire protection equipment or systems that can control a fire been listed in the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a listing of the names or regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions of fires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency Action Plans</b>			
Does the plan provide detailed emergency escape procedures and escape routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the methods for reporting fires and other emergencies provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the methods for reporting fires and other emergencies provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the plan address the procedures to be followed by employees who remain to operate or shut down critical plant operations before they evacuate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a documented procedure to account for all employees after emergency evacuation has been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the rescue and medical duties described and designated employees identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a listing of the names or regular job titles of persons or departments that can be contacted for further information or explanations of duties under the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training</b>			
Are all employees trained in the elements of the Fire Prevention and Emergency Action Plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees been trained in their duties, actions, and responsibilities under the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained to recognize workplace fire hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the employees receive training on reporting emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have designated personnel received training commensurate with their duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is periodic refresher training provided to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees with specific duties receive ongoing training to maintain proficiency at their assigned task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are drills held to ensure that the plan and employee training is effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to simply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.  
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