

# Emergency Response Plan Checklist



## **BENEFITS**

Emergencies in the workplace can take many forms, from fires and explosions to chemical spills, floods and terrorist attacks. Your company must have a plan for dealing with and responding to various kinds of emergencies, including ensuring that workers can safely evacuate.

## **HOW TO USE THE TOOL**

Use this checklist to help you prepare an emergency response plan for your workplace. Once you've developed a plan, ensure that all employees are trained on it and conduct regular drills of the plan to test its effectiveness and employees' knowledge of your emergency procedures.