

# YOUR COMPANY NAME

## EMERGENCY PROCEDURE CHECKLIST

### Emergency procedure checklist

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- In the event of an emergency, do we have procedures in place to enable us to deal with the following where applicable based on the level of threat or possibility?
  - Fire? .....
  - Flooding? .....
  - Storm damage? .....
  - Gas leak? .....
  - Loss of utilities, such as gas, water and electricity? .....
  - Bomb threat? .....
- Have we briefed staff on these procedures? .....
- Where necessary, have contractors been made aware of them? .....
- Do we have enough competent staff to help us implement our procedures? .
- Have we informed our workforce as to their identity? .....
- Have we carried out any emergency procedure drills within the last year? ....
- Have staff been instructed on the importance of shutting down machinery etc. before evacuating the premises? .....
- Where applicable, have staff been instructed not to use any lifts whilst making an emergency evacuation? .....
- Is there adequate provision for any visitors to be safely escorted from our premises? .....
- Do we have adequate procedures to account for them in the event of an emergency evacuation? .....
- Are staff instructed not to return to work where there is still serious, imminent danger? .....
- Do we have a shared workplace with one or more other employers? .....
- If so, have all our separate emergency procedures been coordinated? .....

This checklist has been completed to the best of my knowledge.

Signed: .....

Date: .....