

**EMERGENCY PREPAREDNESS CHECKLIST FORM**

(Complete and keep in site safety file)

PROJECT \_\_\_\_\_

- Awareness of potential emergencies.
- All workers have knowledge of evacuation routes, emergency numbers, and location of emergency equipment, first aid kit, fire alarms and extinguishers (Discussed during drills and al safety meetings)
- A method for reporting the emergency and sounding an alarm and warning workers. (Discussed during drills/safety meetings)
- A list of emergency phone numbers, closest medical clinics and hospitals. (Posted on site, phones nearby and available)
- List of all First Aiders posted.
- An evacuation, head-count and rescue plan.
- A routine for notification of next of kin.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_