

Health and Safety Programs

Emergency Management Checklist

On this page

[What is an example of an emergency management checklist?](#)

What is an example of an emergency management checklist?

The following checklist can be used to help organize your emergency management and response plan. Be sure to customize this list with items specific to your needs.

Emergency Management Checklist					
Element	Documented		Functional Ability Proven		Comments
	Yes	No	Yes	No	
Documented emergency response plan that is up-to-date					
Plan is approved by top management					
Plan is available to all workers					
Plan establishes the emergency response team					
Emergency contact list including key internal and external stakeholders					
The authority to declare a full evacuation is designated					
The authority to declare the emergency is "over" is designated					
All response personnel are competent to perform their duties					
The following functions have been clearly defined and assigned to individuals:					
– Plan documentation, maintenance, and update					
– Operational control					
– Coordination of support					
– Roll call / headcount					
– Conducting the emergency risk assessment					
– Training					
– Drills and exercises					
– Maintenance of equipment					
– Emergency response roles (first aider, emergency warden, etc.)					
– Coordination of off site plans					
– Safe shutdown of equipment and processes					

Emergency Management Checklist					
Element	Documented		Functional Ability Proven		Comments
– Media relations					
Alternates for all key positions exist					
Plan is based on current risk assessment					
Plan provides for regularly scheduled drills and exercises					
Plan establishes various levels of emergencies with appropriate levels of response					
Plan includes basic elements:					
– Evacuation and response procedures					
– Shutdown procedures					
– Employee roll call procedures					
– Rescue and medical duties					
– Reporting procedures					
– Fire prevention plan					
All types of emergency scenarios are considered:					
– Natural					
– Man-made					
– Civil disorders					
Plans and risk assessment account for critical equipment, activities, and personnel					
Subject matter experts and specialists are consulted in the completing of plans and the risk assessment					
All hazardous products are listed					
Potential impacts to off-site locations are considered					
Incident investigation procedure exists					
Good housekeeping procedures exist					

Emergency Management Checklist					
Element	Documented		Functional Ability Proven		Comments
Procedures exist for inspection or testing of critical equipment					
Procedures call for the review for compliance with:					
– Occupational Health and Safety legislation for your jurisdiction					
– National Fire Code					
– National Electrical Code					
– Environmental Protection Act					
– Other applicable legal requirements					
Fire protection equipment is inspected per Fire Code					
Contractors and other individuals on site are briefed about emergency response plans					
The plan establishes a command post and ensures:					
– Command post locations provide protection from hazards					
– The command post is adequately equipped					
– Provisions have been made for emergency power, light, utilities, etc.					
Plan provides for emergency response training and covers the following:					
– Emergency response training is based on specific hazards and response duties					
– Testing of knowledge and skills is conducted					
– Plan specifies type and frequency of training for each response function					
– Adequate training records are kept					
– Minimum training levels are defined					
– Training of first aid responders complies with legislation, at minimum					

Emergency Management Checklist					
Element	Documented		Functional Ability Proven		Comments
A current inventory list of all equipment and supplies exists:					
– Maintenance and decontamination procedures are included					
– Equipment is tested as specified by the manufacturer					
– Equipment and supply needs are reviewed when changes occur					
– Contact lists for suppliers of emergency equipment and supplies maintained, updated and readily available					
– Respiratory equipment selection, use, and maintenance comply with current standard					
Mutual aid agreements are in place:					
– Call lists and letters of agreement are up-to-date					
– Drills involving mutual aid have been held					
– Capabilities of community organizations have been reviewed and considered					
Communication procedures include:					
– Telephone/cell phones					
– Two-way radios					
– Intercom					
– Runners					
– Emergency numbers posted at telephones/programmed in phones					
Effective detection systems are installed, such as:					
– Smoke detectors					
– Heat detectors					
– Carbon monoxide detectors					
– Leak detectors					

Emergency Management Checklist					
Element	Documented		Functional Ability Proven		Comments
– Process control alarms					
Detection devices undergo regular testing, inspection, maintenance, and calibration					
Regular tests of the alarm systems are conducted					
Evacuation details involve:					
– At least two evacuation routes exist from each area					
– All emergency exits are properly marked					
– All employees are instructed in evacuation procedures					
– Maps and procedures are posted					
– Assembly areas are located at safe distances					
– All employees and visitors can be accounted for					
– Procedures address needs of person(s) with disabilities or those with issues that may impact their reacting to the emergency signal or evacuation (such as being hard of hearing, having a broken leg, etc.)					
– Temporary shelter or transportation is considered					
– The security function is defined					
– Facility access is controlled during an emergency					
– Traffic control has been considered					
– Pilferage and theft have been considered					
– High security risk areas have been identified					
– There are physical security devices					
The plan includes media relations before, during, and after the emergency:					

Emergency Management Checklist					
Element	Documented		Functional Ability Proven		Comments
– Public information documents exist					
– Those dealing with the media/public are trained					
– Contacts with the media are established and maintained					
– Media information is reviewed annually and updated					
– Procedures are in place to best inform or control the release of information to the public during an emergency					
– Names and information regarding the injured are restricted until appropriate to release to the public					
– Regular media releases are made during an emergency					
Business continuity:					
– An alternative location for continuing operations management is available					
– Agreements have been made with other facilities to continue production of products, where possible					
– Procedures are adequate to document all compensable losses					
– Procedures provide for preserving the incident scene for investigations, when required					
– A safety plan is in place before re-entry into affected areas					

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