SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Emergency Evacuation Checklist

Regulation: 29 CFR 1910.37(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Alarm sounds or strobes flash: leave now, every time	
☐	Operators: park clear, forks down, brake set, key off	
☐	Hit the nearest E-stop on conveyors, balers, and wrappers	
☐	Take the posted primary route; blocked means take the secondary	
☐	Walk, stay right, no elevators, leave your belongings	
☐	Go to your assembly area and report in by name	
☐	Tell the coordinator right away if someone is missing	
☐	Stay put until you are released; do not go back in	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Exit routes are free and unobstructed with no material or equipment stored in them, carry no explosive or highly flammable furnishings or decorations, and do not run toward a high hazard area unless it is effectively shielded **29 CFR 1910.37(a)**	
☐	Every exit route is adequately lighted, each exit carries a visible Exit sign, directional signs are posted where the way out is not immediately apparent, and any door that could be mistaken for an exit is marked Not an Exit or by its actual use **29 CFR 1910.37(b)**	
☐	The facility maintains an emergency action plan where a Part 1910 standard requires one **29 CFR 1910.38(a)**	
☐	The plan is in writing, kept in the workplace, and available to employees for review **29 CFR 1910.38(b)**	
☐	The plan includes reporting procedures, evacuation type and exit route assignments, and critical operation shutdown duties **29 CFR 1910.38(c)**	

☐	The plan includes procedures to account for all employees after evacuation and names a job title to contact for more information **29 CFR 1910.38(c)**	
☐	An employee alarm system is maintained, uses a distinctive signal for each purpose, and complies with 29 CFR 1910.165 **29 CFR 1910.38(d)**	
☐	The plan is reviewed with each employee on initial assignment to a job, when their responsibilities under it change, and whenever the plan is changed **29 CFR 1910.38(f)**	
☐	Evacuation maps are posted in every area and assembly areas are marked and clear of fire lanes	

WARNINGS

Never re-enter the building to search for someone: tell the fire department instead

Never abandon a forklift in an aisle, a doorway, or with a raised load

Never treat an alarm as a false alarm or wait to see what others do

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE