

## APPENDIX 3.7 EMERGENCY EVACUATION CHECKLIST<sup>3</sup>

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Date for review of agreed actions: \_\_\_\_\_

<b>EMERGENCY RISK CONTROL</b>		<b>YES</b>	<b>NO</b>	<b>COMMENT/ACTION BY DATE</b>
All emergencies that could require evacuation of the working area have been identified				
Persons responsible for managing emergencies, including any evacuation, have been nominated and informed				
Signals/instructions that will trigger an evacuation have been established and communicated				
Those responsible for activating alarms/warning signals have been nominated and informed				
Emergency procedures are clearly displayed in the workplace at appropriate locations				
Employees and volunteers have been informed of emergency procedures (and briefed where necessary)				

<sup>3</sup> from WorkSafe, *Working Safely in Victorian Communities - Public sector and community services*, 2006, p. 69.

Emergency procedures are included in induction training for all new employees and volunteers			
Evacuation route has been identified and needs of people with disabilities considered			
Assembly points have been identified and communicated to all employees and volunteers			
Procedures are in place to ensure that everyone is accounted for (including visitors and contractors)			
Signal or instruction indicating 'all clear' has been established and person has been nominated for this role			
Re-entry procedures have been established and persons nominated to manage this following the 'all clear'			
Evacuation 'rehearsals' are held on a regular basis and evaluated afterward to ensure that plans are being followed			