Emergency Action Plan Audit

Program Audit Checklist

Facility Name:	
Auditor:	
Date:	
Audit Period:	

Regulatory References

The following regulations and guidance documents are applicable to this program audit. Click any link to view the full text.

Regulation / Guidance Document
29 CFR 1910.38 — Emergency Action Plans
29 CFR 1910.39 — Fire Prevention Plans
29 CFR 1910.165 — Employee Alarm Systems
29 CFR 1910.120 — Hazardous Waste Operations and Emergency Response
OSHA Emergency Preparedness and Response Overview
OSHA Publication 3088 — How to Plan for Workplace Emergencies

Instructions: Review each audit item and record findings in the Status and Notes columns. Use C (Compliant), NC (Non-Compliant), NA (Not Applicable), or NR (Needs Review) for the status. Document specific findings, evidence reviewed, and any corrective actions needed in the Notes column.

Written Plan Documentation

Audit Item	Expected Finding	Status	Notes / Evidence
Written EAP	A written emergency action plan exists and is current. The plan is available to all employees. For employers with 10 or fewer employees, the plan may be communicated orally, but documentation is still recommended as best practice. » *Ref: 29 CFR 1910.38(b)*		
Emergency reporting	The plan describes the preferred means of reporting fires and other emergencies. Emergency phone numbers (911, internal emergency line, poison control) are posted and current. Reporting procedures are clear and practiced. » *Ref: 29 CFR 1910.38(c)(1)*		
Emergency types covered	The plan addresses all potential emergencies for the workplace including fire, chemical release, severe weather, medical emergency, bomb threat, active threat, utility failure, and natural disasters applicable to the geographic area. » *Ref: 29 CFR 1910.38(c) [best practice]*		
Plan review date	The plan has been reviewed and updated within the last 12 months. Review date is documented.		

Audit Item	Expected Finding	Status	Notes / Evidence
	All changes to the facility, staffing, or hazards are reflected in the current plan. » Ref: 29 CFR 1910.38(d) [best practice]		

Evacuation Procedures

Audit Item	Expected Finding	Status	Notes / Evidence
Evacuation routes and maps	Evacuation routes are clearly identified in the plan and posted throughout the workplace. Maps show primary and alternate routes from all areas. Routes account for employees with disabilities. Routes are unobstructed and properly illuminated. » Ref: 29 CFR 1910.38(c)(2)		
Assembly areas	Designated assembly areas are identified and communicated to all employees. Assembly areas are at a safe distance from the building and do not interfere with emergency responder access. Alternate assembly areas are designated in case primary areas are compromised. » Ref: 29 CFR 1910.38(c)(2) [best practice]		
Employee accountability	Procedures exist for accounting for all employees after an evacuation. A head count, roster check, or badge system is used. Designated employees are responsible for accountability in each work area. Procedures account for visitors and contractors. » Ref: 29 CFR 1910.38(c)(3)		
Shelter-in-place procedures	Procedures exist for emergencies requiring shelter-in-place (chemical release, severe weather, active threat). Designated shelter areas are identified. Supplies for shelter-in-place are available where needed. » Ref: 29 CFR 1910.38(c) [best practice]		

Emergency Roles and Communication

Audit Item	Expected Finding	Status	Notes / Evidence
Alarm system	An employee alarm system meets requirements of 1910.165. The alarm produces a distinctive and recognizable signal. The alarm is audible (or visible in high-noise areas) throughout the workplace. The alarm is tested regularly and maintained. » Ref: 29 CFR 1910.38(c)(1), 1910.165		
Emergency coordinators	Emergency coordinators or floor wardens are designated for each work area. Names, titles, and contact information are current. Backup coordinators are designated. Coordinators are trained on their responsibilities. » Ref: 29 CFR 1910.38(c)(5)		
Rescue and medical duties	Employees designated to perform rescue or medical duties are identified in the plan. These employees have received appropriate training (CPR, first aid, AED). Rescue duties are limited		

Audit Item	Expected Finding	Status	Notes / Evidence
	to employees who are specifically trained and equipped. » Ref: 29 CFR 1910.38(c)(4)		
External coordination	Contact information for local fire department, police, hospital, and hazmat team is current. Facility access information is provided to emergency responders. Pre-incident plans are shared with local responders. » Ref: 29 CFR 1910.38(c)(5) [best practice]		

Training and Drills

Audit Item	Expected Finding	Status	Notes / Evidence
Initial training	All employees receive EAP training when first assigned to the workplace. Training covers reporting procedures, evacuation routes, assembly areas, alarm recognition, and individual roles. Training is provided before employees are exposed to emergency situations. » Ref: 29 CFR 1910.38(e)		
Plan change training	Employees receive additional training when the EAP is changed, their responsibilities change, or they are assigned to a new area. Training covers the specific changes that affect the employee. Documentation of training is maintained. » Ref: 29 CFR 1910.38(e)(1)-(3)		
Evacuation drills	Evacuation drills are conducted at least annually (more frequently is recommended). Drills test different emergency scenarios. Drill results are documented including evacuation time, participation, and issues identified. After-action reviews are conducted. » Ref: 29 CFR 1910.38(e) [best practice], NFPA 101		
Training documentation	Training records document employee name, date, topics covered, and type of training (initial, update, drill participation). Records are retained and accessible. Training gaps are identified and addressed. » Ref: 29 CFR 1910.38(e) [best practice]		

Corrective Actions Summary

#	Finding	Corrective Action	Responsible	Due Date
1				
2				
3				
4				
5				

Audit Sign-Off

Auditor Name:

Auditor Signature:

Date Completed:

Reviewed By:

Review Date:

Status Key: C = Compliant | NC = Non-Compliant | NA = Not Applicable | NR = Needs Review