

Emergency Evacuation Plan

Planning and Readiness Checklist

Use this checklist to prepare, verify and improve a workplace-specific evacuation plan.



HOW TO USE THIS CHECKLIST

Tick each item only after it has been checked at the actual workplace. Record actions for any item that is incomplete.

Workplace details

Complete before review

Workplace: _____

Address: _____

Prepared by: _____

Review date: _____

1. HAZARDS, ALARMS AND ACTIONS

- ☐ Credible emergencies for this workplace are identified.
- ☐ The alarm or warning method can be recognised by everyone.
- ☐ Workers know how to raise the alarm and call Triple Zero (000).
- ☐ The plan explains when to evacuate, shelter in place or lock down.
- ☐ Emergency contact details and location information are current.
- ☐ Any shutdown action is safe and does not delay evacuation.

2. ROUTES, EXITS AND ASSEMBLY

- ☐ Primary evacuation routes have been inspected.
- ☐ Alternative routes are identified where practical.
- ☐ Exits, doors, stairs and passageways are clear.
- ☐ Emergency signs and lighting are visible and serviceable.
- ☐ The assembly area is away from hazards and traffic.
- ☐ Emergency vehicle access, hydrants and gates remain clear.

3. PEOPLE, ROLES AND ASSISTANCE

- ☐ A person is nominated to coordinate the initial response.
- ☐ Wardens or area coordinators understand their safe duties.
- ☐ Backup people are available for leave and different shifts.
- ☐ Visitors, customers and contractors are included in the plan.
- ☐ Assistance needs are discussed privately and respectfully.
- ☐ Accessible routes and backup assistance are arranged.

4. ACCOUNTABILITY AND RE-ENTRY

- ☐ A practical method accounts for workers and visitors.
- ☐ Visitor registers or attendance records are available.
- ☐ Missing or injured people are reported with last known details.
- ☐ No worker is expected to re-enter and search.
- ☐ People remain at assembly until further instructions.
- ☐ Re-entry occurs only after authorised approval.

Immediate action sequence

Say it aloud

1

WARN

Raise the alarm and alert people.

2

CALL 000

Call emergency services when required.

3

EVACUATE

Use the nearest safe route.

4

ACCOUNT

Report people missing. Do not re-enter.

SAFETY CAUTION No role should require an untrained person to enter smoke, fire or another danger.

Communication and emergency services

Verify the handover information

5. COMMUNICATION CHECK

- ☐ Alarm, public address, phone, radio or other systems are tested.
- ☐ Instructions are short, clear and suitable for the people present.
- ☐ Emergency services can be given the correct address and access point.
- ☐ Known hazards, missing people and last known locations can be reported.
- ☐ A person is available to meet and brief emergency services.
- ☐ Workers understand that emergency service instructions take priority.

Training, drills and review

Keep the plan current

6. TRAINING AND CONTINUOUS IMPROVEMENT

- ☐ Workers receive information, instruction and practical training.
- ☐ New workers and contractors receive an emergency induction.
- ☐ Different shifts and work areas are included in testing.
- ☐ Drills are planned so they do not create unnecessary risk.
- ☐ Alarm response, route use and assembly behaviour are observed.
- ☐ Lessons are recorded after every drill or real emergency.
- ☐ Corrective actions have an owner and a completion date.
- ☐ The plan is reviewed after changes to layout, hazards or workforce.

Evacuation drill observation record

Complete after each drill

Drill date: _____ Start time: _____ Finish time: _____

Scenario: _____

Observer: _____ People accounted for: _____

☐ Alarm recognised promptly ☐ Routes remained clear ☐ Assembly and accountability worked

Corrective action record

Do not leave lessons unresolved

Issue or improvement needed	Person responsible	Due date

Final review and approval

Use workplace procedures

Plan reviewed by: _____ Role: _____

Signature: _____ Next review: _____

☐ Plan is workplace-specific ☐ Outstanding actions are recorded ☐ Workers will be told about changes

60-SECOND REFRESHER Warn people - Call 000 - Use a safe route - Go to assembly - Account and report - Wait for approval.