

NRCA Safety Manual
 Chapter Seven:
 Emergency Action Plans
 Checklist



NATIONAL ROOFING CONTRACTORS ASSOCIATION | CNA COMMERCIAL INSURANCE

Pre-job			
1.	Does your company have 11 or more employees?	Y	N
2.	If yes, does your company have a <i>written</i> emergency action plan (EAP) covering actions that the employer and employees must take to ensure worker safety in fire and other emergencies?	Y	N
	Without regard to whether your EAP is written or oral...		
3.	Does the plan address emergency escape procedures and emergency escape route assignments?	Y	N
4.	Does the plan address procedures to account for employees after emergency evacuation?	Y	N
5.	Does the plan set out the preferred means of reporting fires and other emergencies?	Y	N
6.	Does the plan set out rescue and medical duties for the employees who are to perform those duties?	Y	N
7.	Are the names or job titles of persons or departments to be contacted for further explanation of worker duties under the plan listed?	Y	N
8.	Are the types of evacuation to be used by worker in emergency circumstances covered in the plan?	Y	N
9.	Are procedures set out in the plan for employees who may temporarily remain	Y	N

	on site to shut down critical equipment (for example, shut down procedures for kettles, torches and propane tanks)?		
10.	Does the employee alarm system provide warning for necessary emergency action as called for in the EAP, or for reaction time for safe escape of employees from the workplace or the immediate work area?	Y	N
11.	Does the EAP set out procedures for sounding an employee alarm?	Y	N
12.	Have all plan components been communicated to employees either in written form (11 or more employees) or orally (10 or fewer employees) upon initial plan development, plan change and/or worker-duty change to the project?	Y	N
13.	Have a sufficient number of employees been designated and trained to assist in emergency evacuation procedures?	Y	N
	Job-in-progress		
14.	Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace?	Y	N
15.	Have the project-specific contacts been detailed and made a part of any project-specific safety plan?	Y	N
16.	If more than 10 employees are present at a jobsite, is an alarm system other than direct communication in operation (for example, air horns or strobe lights)?	Y	N
17.	Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or to perform actions designated under the emergency action plan?	Y	N
18.	Are employee alarm systems regularly maintained and checked for proper function during the course of the project?	Y	N
19.	Are manually-operated actuation devices for use in conjunction with employee	Y	N

	alarms unobstructed, conspicuous and readily accessible to workers?		
20.	Have employee alarm systems been restored to normal operating condition promptly after each test or alarm?	Y	N
21.	Are spare alarm devices and components available in sufficient quantities and locations for prompt restoration of any system that requires repair?	Y	N
22.	Is a copy of any required written plan (11 or more employees) available at the job site?	Y	N
	Post-job		
23.	Have all alarm systems been tested and repaired, if necessary, after use on the project?	Y	N
24.	Will the EAP be modified in any way after this project?	Y	N
25.	If so, will mandatory plan review with employees be conducted prior to the start of a new project?	Y	N