



SOUTHERN
SAFETY SUPPLY

WORKPLACE & JOBSITE EMERGENCY PREPAREDNESS

Practical checklist • National Preparedness Month and year-round use

Use this checklist to identify gaps before an emergency exposes them.

Review it with the people responsible for safety, operations, facilities, and emergency response. Adapt it to your actual hazards, workplace, jobsite, and applicable requirements.

1. EMERGENCY PLANNING

- ☐ Identify likely emergencies.
- ☐ Maintain a site-specific Emergency Action Plan where required.
- ☐ Make sure the plan reflects current conditions.
- ☐ Make sure employees know where to find it.
- ☐ Assign responsibility for leading the response.

2. HAZARD ASSESSMENT

- ☐ Consider severe weather, flooding, heat, and winter weather.
- ☐ Consider machinery, vehicles, heavy equipment, utility strikes, and power failures.
- ☐ Identify chemical and hazardous-material hazards.
- ☐ Consider collapse, scaffolding, excavation, and temporary-structure hazards.
- ☐ Consider fire, explosion, smoke, and gas-release hazards.

3. COMMUNICATION & ACCOUNTABILITY

- ☐ Employees know how to report an emergency.
- ☐ Emergency contacts are current.
- ☐ Everyone who needs to respond can recognize alarms.
- ☐ A backup communication method is available.
- ☐ There is a method for accounting for employees.

- ☐ Contractors, visitors, and workers needing assistance are included.

4. EVACUATION & SHELTER

- ☐ Evacuation routes are identified and accessible.
- ☐ Alternate routes are identified where appropriate.
- ☐ A designated assembly area exists.
- ☐ The plan identifies when evacuation is appropriate.
- ☐ The plan identifies when shelter-in-place is appropriate.
- ☐ Employees know who can order evacuation or shutdown.

5. EMERGENCY EQUIPMENT & PPE

- ☐ First aid supplies are accessible.
- ☐ Spill-response supplies fit identified hazards.
- ☐ Emergency eyewash is available where required.
- ☐ Flashlights/headlamps and batteries are available.
- ☐ Appropriate PPE is available.
- ☐ Visibility, barricade, warning, or traffic-control supplies are available where needed.
- ☐ Employees can quickly locate emergency equipment.

6. SPILL RESPONSE

- ☐ Identify materials that could be spilled or released.
- ☐ Stock appropriate spill kits.
- ☐ Employees know when to evacuate or call for help.
- ☐ Required PPE and disposal supplies are available.
- ☐ Only trained and authorized employees perform response activities.

7. TRAINING & DRILLS

- ☐ Employees have been trained on the emergency plan.
- ☐ Employees understand their responsibilities.
- ☐ Employees know alarm, evacuation, shelter, and reporting procedures.
- ☐ Emergency scenarios are practiced.
- ☐ The last drill was reviewed.

- ☐ Problems found during drills were corrected.

8. CONSTRUCTION & CHANGING JOBSITES

- ☐ The plan is reviewed as site conditions change.
- ☐ Current exits, access points, and assembly areas are accurate.
- ☐ Changing crews and subcontractors are accounted for.
- ☐ Equipment, storage, excavation, and temporary structures are considered.
- ☐ Workers know current emergency routes and procedures.

9. AFTER THE EMERGENCY OR DRILL

- ☐ Employees were accounted for.
- ☐ Communication and alarms worked.
- ☐ Emergency equipment was easy to locate.
- ☐ The right supplies and PPE were available.
- ☐ Used, expired, or damaged supplies were replaced.
- ☐ Lessons learned were documented.
- ☐ The emergency plan was updated if needed.

10. INVENTORY READINESS

- ☐ Critical emergency supplies are in stock.
- ☐ Supplies used during drills or emergencies are identified.
- ☐ Emergency kits are inspected and maintained.
- ☐ There is a process for keeping critical PPE and supplies available.

QUICK 5-MINUTE TEST

- ☐ What is our most likely serious emergency?☐ How would we know?☐ Where would we go?☐ Who coordinates the response?☐ What equipment would we need—and where is it?

Southern Safety Supply can help. We provide first aid, spill-response supplies, PPE, visibility products, emergency lighting, and other workplace and jobsite safety supplies. Ask about Never Out™ Inventory Management for critical PPE and safety supplies.

Important: This checklist is an educational starting point, not a substitute for a site-specific hazard assessment, emergency action plan, training, or applicable federal, state, and local requirements.

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