

Emergency Preparedness and Response Inspection Checklist

Location/Facility:

Date:

Inspector(s):

1. Emergency Contacts & Communication

Checklist Item	Yes	No	Comments
List of emergency contacts is available and up to date			
Emergency communication plan is clearly posted and accessible			
Employees are familiar with emergency reporting procedures			

2. Emergency Equipment & Resources

Checklist Item	Yes	No	Comments
First aid kits are fully stocked and accessible			
Fire extinguishers are inspected and functional			
Flashlights and other emergency supplies are available			

3. Emergency Exits & Evacuation

Checklist Item	Yes	No	Comments
All emergency exits are clearly marked and unobstructed			
Evacuation routes/maps are posted and visible			
Evacuation drills are conducted regularly			

4. Training & Documentation

Checklist Item	Yes	No	Comments
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Staff have received emergency preparedness training			
Documentation of training, drills, and inspections is maintained			

5. Additional Notes/Comments

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