

# Emergency Response and Evacuation Checklist

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Project Title:

Project Representative:

Project Location:

Date:

**In the event of an Emergency, dial 911 or contact local emergency services**

*(reference the Centennial Emergency Contact Posting - Procedure 17 / Appendix 3)*

Instructions: Complete the checklist below when preparing for project site specific emergency situations.

Circle the appropriate response.

Has an alarm system been established to alert employees of an emergency? Yes      No

Type of alarm system (explain):

Has a meeting location / rally point been established? Yes      No

Location of meeting area / rally point (explain):

All employees have been trained in the Emergency Action Plan? Yes      No

All employees have been trained in the location of the emergency rally point? Yes      No

Building / owner specific emergency action plan has been incorporated into the Centennial emergency response action plan? Yes      No

Procedures have been developed for those employees required to perform critical functions? (if yes, see section below) Yes      No

## **CRITICAL OPERATIONS**

*During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.*

Name of Employee:

Job Title:

Date:

Work Area:

Assignment(s) / Description:

*Personnel involved in critical operations may remain on the project site upon the permission of the Project Representative. In case an emergency situation arises that will not permit any critical operations personnel to remain at the project site / facility such information shall be provided to emergency response services.*

