

## Evacuation Plans and Procedures eTool

### Employee Alarm Systems » Alarm Systems Checklist

<b>GENERAL REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
1. Does your plan include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies?	<input type="radio"/>	<input type="radio"/>
2. Have you established an employee alarm system that complies with [29 CFR 1910.165]? [29 CFR 1910.38(d)]	<input type="radio"/>	<input type="radio"/>
3. If the employee alarm system is used for alerting fire brigade members, or for other purposes, is a distinctive signal used for each purpose? [29 CFR 1910.38(d)]	<input type="radio"/>	<input type="radio"/>
4. Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both? [29 CFR 1910.165(b)(1)]	<input type="radio"/>	<input type="radio"/>
5. Can alarms be heard, seen, or otherwise perceived by everyone in the workplace? [29 CFR 1910.165(b)(2)]	<input type="radio"/>	<input type="radio"/>
6. Do you provide an auxiliary power supply if electricity is shut off? [29 CFR 1910.165(b)(2)]	<input type="radio"/>	<input type="radio"/>
7. Do you ensure that alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan? [29 CFR 1910.165(b)(3)]	<input type="radio"/>	<input type="radio"/>
8. Have you made available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others? [29 CFR 1910.165(b)(4)]	<input type="radio"/>	<input type="radio"/>
9. Have you established procedures for sounding emergency alarms in the workplace? [29 CFR 1910.165(b)(5)]	<input type="radio"/>	<input type="radio"/>
<b>INSTALLATION AND RESTORATION</b>	<b>YES</b>	<b>NO</b>

**INSTALLATION AND RESTORATION****YES NO**

1. Are only approved devices, components, combinations of devices, or systems used? Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of this section are considered to meet this requirement for approval. [29 CFR 1910.165(c)(1)]

 

2. Are all employee alarm systems restored to normal operating condition as soon as possible after each test or alarm? Spare alarm devices and components must be readily available. [29 CFR 1910.165(c)(2)]

 **MAINTENANCE AND TESTING****YES NO**

1. Are all employee alarm systems in proper working condition, except when undergoing repairs or maintenance? [29 CFR 1910.165(d)(1)]

 

2. Is the reliability and adequacy of non-supervised employee alarm systems tested every two months? Use a different actuation device in each test of a multi-actuation device system. [29 CFR 1910.165(d)(2)]

 

3. Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition? Provide back-up alarms when systems are out of service. [29 CFR 1910.165(d)(3)]

 

4. Is employee alarm circuitry installed after January 1, 1981 supervised and does it provide positive notification to assigned personnel whenever a deficiency exists in the system? [29 CFR 1910.165(d)(4)]

 

5. Are the servicing, maintenance and testing of employee alarms done by properly trained persons? [29 CFR 1910.165(d)(5)]

 **MANUAL OPERATION****YES NO**

1. Are manually activated alarms unobstructed, conspicuous and readily accessible? [29 CFR 1910.165(e)]

 

# UNITED STATES DEPARTMENT OF LABOR

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