



Find 4 Emergency Evacuation Challenge Checklist

Facility: _____ Date: _____

Discussion Leader: _____ Completed by: _____

Instructions

Use OSHA's "Find 4" framework to evaluate your emergency evacuation procedures. **At minimum: Walk your evacuation route as a team. Optional enhancement:** Conduct an actual evacuation drill first, then debrief with what you noticed. **Total time: 15 minutes**

⚠ IMPORTANT: If your alarm system automatically contacts emergency services, you **MUST** notify them before conducting any drill and confirm completion afterwards.

Choose your approach:

- ☐ **Route Walk:** Walk evacuation route and discuss Find 4 items
- ☐ **Drill + Debrief:** Conduct drill, then discuss what you observed

APPROACH A: EVACUATION ROUTE WALK

Setup (If doing route walk)

- Gather team at normal work location
- Explain you'll walk the evacuation route together
- Look for the 4 key items during the walk
- Discuss findings at assembly point

APPROACH B: EVACUATION DRILL + DEBRIEF

Setup (If doing drill)

BEFORE DRILL: ☐ Check if alarms contact emergency services automatically ☐ If yes: Call emergency services to report planned drill ☐ Get confirmation that drill notification is logged



DURING DRILL:

- Sound alarm OR announce "evacuation drill" (depending on your system)
- Follow normal evacuation procedures
- Gather at assembly point for Find 4 debrief

AFTER DRILL: ☐ If you notified emergency services: Call to confirm drill completed

FIND 4 EVALUATION (*Use after either approach*)

1. EXIT ROUTES (*Find 2*)

Primary Exit Route Used:

Route taken: _____

Clearly marked? ☐ Yes ☐ No ☐ Partially

Path clear of obstructions? ☐ Yes ☐ No ☐ Some issues

Adequate lighting? ☐ Yes ☐ No ☐ Could be better

Alternate Exit Route:

Location: _____

Accessible if primary blocked? ☐ Yes ☐ No ☐ Uncertain

Everyone knows about it? ☐ Yes ☐ No ☐ Some don't

Notes/Issues Observed:

2. EVACUATION OBSTACLES (*Find 2*)

Obstacle 1:

What was it: _____

Could this slow evacuation? ☐ Yes ☐ No ☐ Depends

How to address: _____

Obstacle 2:

What was it: _____

Could this slow evacuation? ☐ Yes ☐ No ☐ Depends

How to address: _____



3. HELPFUL RESOURCES (*Find 1*)

Emergency Resource Found:

What was it: _____

Location: _____

When might you use it: _____

Condition/accessibility: _____

Potential Emergency Resources: ☐ Fire extinguishers along route ☐ Emergency lighting systems
☐ Communication devices (phones, radios) ☐ First aid stations ☐ Emergency shut-off switches ☐
Flashlights or emergency supplies

Notes/Issues Observed:

4. ASSEMBLY POINT (*Find 1*)

Assembly Point Location: Where: _____

Clearly marked? ☐ Yes ☐ No ☐ Could be clearer

Safe distance from building? ☐ Yes ☐ No ☐ Uncertain

Everyone knows where it is? ☐ Yes ☐ No ☐ Some confusion

Accountability Check:

Who takes attendance? _____

How do we account for all employees? _____

What if someone is missing? _____

Who communicates with emergency responders? _____

Notes/Issues Observed:

RECYCLING-SPECIFIC CONSIDERATIONS

Mobile Equipment During Evacuation:

Do operators know to shut down safely? ☐ Yes ☐ No ☐ Unclear

Are there designated shutdown procedures? ☐ Yes ☐ No

Could equipment block evacuation routes? ☐ Yes ☐ No ☐ Possible



Communication Challenges:

Can alarms be heard over equipment noise? ☐ Yes ☐ No ☐ Sometimes

Do we have visual alarm signals? ☐ Yes ☐ No

Does everyone know how we alert everyone? ☐ Yes ☐ No

How do we notify truck drivers/visitors? _____

Multiple Area Coordination:

Do all areas evacuate to same assembly point? ☐ Yes ☐ No

Are there area-specific procedures? ☐ Yes ☐ No

Who coordinates between areas? _____

FINDINGS & ACTION ITEMS

What Worked Well:

- 1.
- 2.

Challenges that Need Attention

- 1.
- 2.

Procedure Updates Needed:

POST-ACTIVITY SUMMARY

Overall Evacuation Readiness:

- ☐ **Well prepared** - minor improvements needed
- ☐ **Moderately prepared** - some significant gaps to address
- ☐ **Needs improvement** - major updates required

Next Steps:

- ☐ Schedule evacuation procedure updates
- ☐ Plan additional training for identified gaps
- ☐ Schedule follow-up drill to test improvements
- ☐ Update emergency contact information



Recycled Materials
Association

Discussion Leader Signature: _____ **Date:** _____

Manager Review: _____ **Date:** _____