Emergency Management Checklist



What is an example of an emergency management checklist?

The following checklist can be used to help organize your emergency management and response plan. Be sure to customize this list with items specific to your needs

Emergency Management Checklist					
Element	**Documented**		**Functional Ability Proven**		**Comments**
	Yes	**No**	**Yes**	**No**	
Statement of policy on emergency response					
Plan given appropriate authority by highest management level					
Plan is distributed to all that need to know					
Plan establishes the emergency response team					

The authority to declare a full evacuation is designated

The authority to declare the emergency is “over” is designated

All response personnel are medically fit to perform their duties

The following functions have been clearly defined and assigned to individuals:

– Plan administration

– Operational control

– Coordination of support

– Plan maintenance

– Regular risk assessment

– Training

– Drills and exercises

– Maintenance of equipment

– Specific response functions

– Coordination of off site plans

Alternates for all key positions exist
Plan is based on current risk assessment
Plan provides for annual drills and exercises
Plan establishes various levels of emergencies with levels of response
Plan includes basic elements:
– Evacuation procedures
– Shutdown procedures
– Employee roll call procedures
– Rescue and medical duties
– Reporting procedures
– Fire prevention plan
All types of risks are considered:
– Natural
– Man-made
– Civil disorders

All hazardous products are listed
Assessment includes adverse impact to locations that may be off-site
Comprehensive incident investigation procedures exist
Good housekeeping procedures exist
Procedures exist for inspection or testing of critical equipment
Procedures call for the review for compliance with:
– Occupational Health and Safety Act for your jurisdiction
– National Fire Code
– National Electrical Code
– Environmental Protection Act
– Other applicable legal requirements
Fire protection equipment is inspected per Fire Code
Contractors are briefed about emergency response plans

The plan establishes a command post and ensures:

– Command post locations provide protection from hazards

– The command post is adequately equipped

– Provisions have been made for emergency power, light, utilities, etc.

Plan provides for emergency response training and covers the following:

– Emergency response training is based on specific hazards and response duties

– Testing of knowledge and skills is conducted

– Plan specifies type and frequency of training for each response function

– Adequate training records are kept

– Minimum training levels are defined

– Training of first aid responders complies with legislation, at minimum

A current inventory list of all equipment and supplies exists:						
– Maintenance and decontamination procedures are included						
– Equipment is tested as specified by the manufacturer						
– Equipment and supply needs are reviewed when changes occur						
– Contact lists for suppliers of emergency equipment and supplies maintained, updated and readily available						
– Respiratory equipment selection, use and maintenance comply with current standard						
Mutual aid agreements are in place:						
– Call lists and letters of agreement are up-to-date						
– Drills involving mutual aid have been held						
– Capabilities of community organizations have been reviewed and considered						
Communication procedures include:						

– Telephone/cell phones

– Two-way radios

– Intercom

– Runners

– Emergency numbers are posted at telephones/programmed in phones

Effective detection systems are installed, such as:

– Smoke detectors

– Heat detectors

– Remote substance monitors

– Leak detectors

– Process control alarms

Detection devices undergo regular testing, inspection, maintenance and calibration

Regular tests of the alarm systems are conducted

Evacuation details involve:

– At least two evacuation routes exist from each area

– All emergency exits are properly marked					
– All employees are instructed in evacuation procedures					
– Maps and procedures are posted					
– Assembly areas are located at safe distances					
– All employees and visitors can be accounted for					
– Procedures address needs of person(s) with disabilities or those with issues tha may impact their reacting to the emergency signal or evacuation (e.g. hard of hearing, broken leg, etc.)					
– Temporary shelter or transportation is considered					
– The security function is defined					
– Facility access is controlled during an emergency					
– Traffic control has been considered					
– Pilferage and theft have been considered					

– High security risk areas have been identified						
– There are physical security devices						
The plan includes media relations before, during and after the emergency:						
– Public information documents exist						
– Those dealing with the media/public are trained						
– Contacts with the media are established and maintained						
– Media information is reviewed annually and updated						
– Procedures are in place to best inform or control the release of information to the public during an emergency						
– Names and information regarding the injured are restricted until appropriate to release to the public						
– Regular media releases are made during an emergency						
Other:						

– Emergency shutdown procedures exist and are followed						
– Responsibility for shutdown is assigned						
– Procedures and checklists have been developed and communicated						
– Diagrams and maps indicating critical components are immediately available						
– All critical components are clearly identified						
– Persons with special technological knowledge are available to help emergency personnel						
– An alternative location for continuing operations management is available						
– Resource list has been developed for sources of equipment, supplies, services or contractors						
– Agreements have been made with other facilities to continue production of products, where possible						
– Procedures are adequate to document all compensable losses						

– Procedures provide for preserving the incident scene for investigations

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– A safety plan is inplace before re-entry into affected areas

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