

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 that 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**

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

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