

Emergency Preparedness Checklist



ANSWER "YES" OR "NO."

Staff and volunteers know what to do if the fire alarm sounds, or if an "evacuate immediately" order is given. _____

Exits are clearly marked and emergency lighting is operational. _____

Clients and guests are escorted out of the building in the event of a fire or emergency. _____

Staff, and volunteers (and the clients and guests) have an assembly point at a safe distance from the building. _____

There is a staff member responsible for taking attendance and for reporting the number of individuals who are missing to the emergency response personnel.

There is an alternate meeting place (known to all staff and volunteers) in the event that the primary meeting place is either not available or unsafe. _____

There are special procedures for employees who perform or shut down critical plant operations?

and the employees know what to do. _____

Evacuation drills are held at random intervals, at least annually. _____

Security procedures, such as cordoned off areas, are used to prevent unauthorized access and protect vital records and equipment. _____