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. _____