



Emergency Plan Checklist

Gather all available relevant information when developing the emergency plan. This information includes, but is not limited to:

- Copies of any state and local emergency planning regulations or requirements
- Facility personnel names and contact information
- Contact information for Fire, Police, EMS, local and county emergency managers
- A facility organization chart
- Building construction, floor plans, and life safety systems information
- A full list of any hazardous materials on site and their MSDS or HSFS
- Specific information about the characteristics and needs of the individuals occupying the facility and the facilities use.

All Hazards Continuity of Operations (COOP) Plan

Develop a continuity of operations business plan (analyze each potential risk)

Evacuation Plan

How to evacuate the building. Emergency exits must be visible and kept free of obstructions. List emergency exits and designate disability accessible exits. Have an accountability system. Where evacuees will go and how to transport them there. List emergency contractors and their contact information. Re-occupancy plan to move evacuees back into the facility post incident.

Vendors

Maintain relationships with vendors to include emergency contact information, and a list of resources they may provide in an emergency. Include vendors in facility training and emergency plan training.

Plan Execution (Decision Criteria)

Include criteria to consider when deciding to evacuate or shelter in place. Determine who at the facility level will be in authority to make the decision to execute the plan.

Training & Drills

Conduct reoccurring training on the emergency plan for all employees and occupants. Practice the plan at least bi-annually.