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 com	npliance 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	e training	and co	overs the	following	j :
 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 					

<pre>- Respiratory equipment selection, use and maintenance comply with current standard</pre>	
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
- A safety plan is inplace before re-entry into affected areas

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