Emergency Response Planning Checklist

A Tool for Facility Management, Business Continuity
and Emergency Preparedness Teams

AkitaBox

How to Create an Emergency Response Plan for Your Business

In an emergency, the actions you take within the first few minutes will largely dictate the severity of consequences to follow. Unexpected situations can happen at any time, which means your company needs a plan of action in order to minimize damage and loss. This checklist details the ten steps involved in creating an effective emergency response plan for your business.

Brainstorm a list of potential risks, hazards and threat scenarios.

- ☐ Review a risk assessment matrix (free download here).
- ☐ Conduct a risk assessment of your organization.
- ☐ Create a comprehensive list of potential emergency scenarios.
- ☐ Prioritize emergency scenarios according to severity.

Collect contact information from the following local emergency teams.

- ☐ Ambulance Services
- ☐ Building Manager/Director
- ☐ Federal Protection Services
- ☐ Fire Department
- ☐ Hospitals
- ☐ Local Government Agencies
- ☐ Mobile Rescue Squads
- ☐ Paramedics
- ☐ Police Department
- ☐ Security Services
- ☐ Telephone Company
- ☐ Utility Companies (Electric, Water, Gas)
- ☐ Other:
- ☐ Other:
- ☐ Other:

List and assess resources your organization will rely on in an emergency.

- ☐ Ambulance services
- ☐ Auxiliary communication equipment
- ☐ Chemical and radiation detection equipment
- ☐ Emergency protective clothing
- ☐ Employees
- ☐ Fire alarms and strobes
- ☐ Fire extinguishers
- ☐ Medical supplies
- ☐ Mobile equipment
- ☐ Power generators
- ☐ Rescue equipment
- ☐ Respirators
- ☐ Third-party service providers
- ☐ Trained personnel
- ☐ Other:
- ☐ Other:
- ☐ Other:

Review your organization's floor plans and egress plans.

- ☐ Ensure your organization's floor plans are up to date.
- ☐ **Floor plans not up to date?** Contact a data collection service to update them for you.
- ☐ Create or update your egress plans with the "How to Create an Egress Plan" guide.
- ☐ Share updated floor plans and egress plans with local emergency personnel.
- ☐ Contact a professional facility management consultant to learn more about capturing fire/life safety on your floor plan.

Create an emergency communications plan.

- ☐ Implement internal communication alert systems
  - ☐ Examples: Email, paging systems, voice messages, text messages to mobile devices, etc.
- ☐ Implement external communication alert systems
  - ☐ Examples: Discuss disaster events with the media, provide status updates to key clients and stakeholders, etc.

State required actions in the event of an emergency.

- ☐ Develop protective, threat-specific emergency procedures for occupants, staff and visitors of your facility to follow in a disaster situation.
- ☐ Detail life safety protocols, including evacuation, shelter, shelter-in-place and lockdown actions.
- ☐ Determine the required actions that occupants should take during an emergency to protect themselves from harm.

EXAMPLE

1. Declare an emergency.
2. Alert personnel using an internal communication system (see step #6).
3. Activate the emergency plan.
4. Evacuate the danger zone, seek shelter-in-place or implement a lockdown.
5. Close main shut offs, if applicable.
6. Call for external aid from local emergency services.
7. Initiate rescue operations.
8. Attend to casualties, if applicable.

Disperse responsibilities following disaster events.

- ☐ Who will report the emergency?
- ☐ Who will initiate emergency communications?
- ☐ Who will confirm evacuations are complete?
- ☐ Who will request external aid?
- ☐ Who will request medical aid?
- ☐ Who will alert the outside population of potential risk?
- ☐ Who will ensure emergency shutoffs are closed?

- ☐ Who will alert external agencies to the situation?
- ☐ Who will alert relatives of casualties?
- ☐ Who will sound the "all-clear" after the event?
- ☐ Who will advise the media of the disaster?
- ☐ Other:
- ☐ Other:
- ☐ Other:

## Train and educate internal personnel on your emergency response plan.

- ☐ Facilitate exercises that test your team's knowledge of the emergency response plan.
- ☐ Host corporate safety awareness programs, orientation exercises, emergency responder training or emergency communication exercises.

Test and revise your emergency response plan.

- ☐ Conduct exercises and drills to practice critical portions of the plan.
- ☐ Test your emergency notification systems.
- ☐ Practice evacuation procedures and lockdowns.
- ☐ Review and revise your plan if shortcomings become apparent.
- ☐ Revisit your plan at least once a year.
- ☐ Note any changes to building infrastructure, processes, materials, resources and key personnel.

Discover more ways to protect your business from disaster.

- ☐ Download the Facility Safety and Security Plan Guide.
- ☐ Download "5 Steps to Creating Accurate Floor Plans."
- ☐ Download the Active Shooter Protocol for Facility Managers.
- ☐ Download the Facilities Hazard Identification Checklist.
- ☐ Download the Facility Inspection Preparation Checklist.
- ☐ Download the Emergency Preparedness Checklist.

- ☐ Download the Risk Assessment Matrix.
- ☐ Download the Facility Security Plan Checklist.
- ☐ Download the "How to Create an Egress Plan" document.
- ☐ Read "How to Create a Business Continuity Plan that Works: A 5-Step Guide."
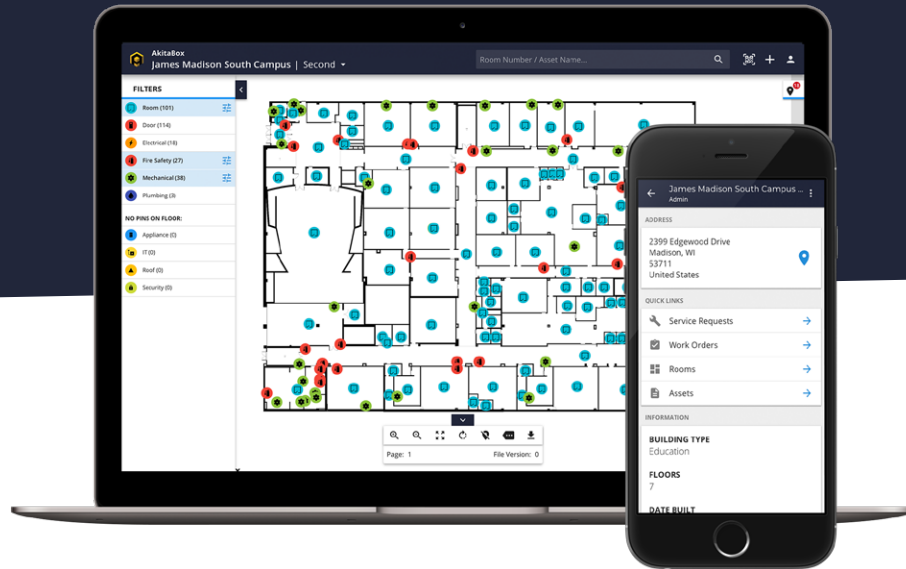
 AkitaBox

The Ultimate Software for Safety, Security and Risk Management in Your Organization's Buildings

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Our mission is to empower building teams to make data-driven decisions that impact the places we live, work and play. As a one-stop shop for data collection, location-based asset mapping, preventive maintenance management, document management and work order management, you are sure to find a solution that meets your needs.

With an à la carte service offering, AkitaBox works with you to identify the best solutions to meet your individual facility's needs. With custom-tailored training and support, our team of success managers will guide you through the entire process from start to finish in as little as 90 days.

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