The following checklist is provided as a guide to assure that relevant considerations are identified in the emergency management planning process.

Use the blank space provided to record the current status of the plan or checklists:

Yes = Complete

No = Requires Action

N/A = Not Applicable

(Unknown is not an acceptable answer)

The provisions listed below are suggested for consideration in developing a plan/planning checklist. The checklist can be used prior to developing the emergency management plan to review and evaluate organizational preparedness status and to determine planning voids and weaknesses.

**Direction and Control**

Does your plan or checklist have provisions for:

_____ Indicating who is in charge for each emergency or disaster situation and citing the location of the Emergency Operations Center (EOC) or on-the-scene command post from which direction and control will emanate?

_____ Determining the need to evacuate the facility or site or when to issue evacuation orders?

_____ Identifying the individual responsible for issuing evacuation orders and how they will be announced?
Identifying an alternate EOC site to serve as a backup if the primary EOC is not able to function?

Identifying the personnel assigned to the EOC for emergency operations?

Identifying lines of succession to assure continuous leadership, authority, and responsibility in key positions?

Providing for logistical support for food, water, lighting, fuel, etc., for the emergency response force?

Timely activation and staffing of emergency response teams and/or personnel?

Assigning operational and administrative support for emergency response activities?

Clear and concise summary of emergency functions, direction and control relationships, and support communications system?

Ensuring that EOC staff members can be recalled on short notice?

Describing EOC functions, layout, concept of operations, duties of staff, use of displays, and process to bring the EOC to full readiness on a 24-hour basis?

Protecting resources (essential personnel and equipment) during disaster situations?

Implementing resource controls?

Safeguarding essential records?

Disaster effects monitoring and reporting capability?

Central coordinating point(s) for receiving, analyzing, reporting, and retaining (events log) disaster related information (property damage, fire status) for EOC staff and/or response teams?
The EOC staff to acknowledge/authenticate reports?

**Communications**

Does your plan or checklist have provisions for:

- Primary and backup radio communication, with gas generators or extra batteries (fixed and mobile, as available)?
- Describing the methods of communications between the EOC and response teams, dispersed company/plant operating locations, adjacent firms, and local government emergency services (fire, police, etc.)?
- Two-way radio communication requirements for emergency response forces, if available?
- Assuring that the response team members (and their backups) assigned to communications tasks understand communications terminology, and know where to obtain communications equipment and how to operate it effectively?
- Recalling communications staff members on short notice?
- Obtaining additional telephone services during emergencies?
- Listing key telephone numbers for industry emergency assistance organizations?

**Alerting and Warning**

Does your plan or checklist have provisions for:

- Receiving warning from the weather service or local government when hazardous situations threaten the facility?
- Warning the employees in the event of a disaster?
_______ Describing the warning system (type of devices, e.g., alarms, paging systems, detectors, word-of-mouth) used to alert the workers?

_______ Alternate means of warning to back up the primary system?

_______ Defining the responsibilities of departments or personnel and describing activation procedures?

_______ Warning local government and nearby establishments of onsite disasters that might spread to areas outside the facility?

_______ Requesting emergency assistance from local government (fire, police, medical, etc.)?

_______ Differentiating warning signals that identify specific threats or require specific response actions?

_______ Warning any hearing impaired and non-English-speaking workers?

_______ A 24-hour warning point to alert key officials and to simultaneously activate all warning devices?

_______ Call-up procedures to notify key officials and/or request offsite assistance in the event of an emergency?

_______ Routine checks of the warning system to assure that it is functioning properly?

**Facility Shutdown**

Does your plan or checklist have provisions for:

_______ Indicating under what conditions shutdown must occur or be considered?

_______ Identifying who will make the decision to shut down equipment, utilities, or the facility?
______ Specifying who is responsible for carrying out shutdown? Assigning specific roles for equipment and utility (e.g., gas and water) shutoffs, and for checking automatic shutoffs (and for doing it manually if the automatic system fails)? Identifying who is to be equipment shutoff backup? Requiring report of shutdown completion to EOC?

______ Establishing prearranged order or signal to initiate shutdown procedures appropriate for the impending hazard?

______ A complete checklist for emergency shutdown?

______ Diagrams to show where to turn everything off?

______ Posting shutdown instructions on or near control panels, valves, switches, and operating mechanisms of each piece of major equipment?

______ Instructing and training personnel to implement the emergency shutdown procedures?

______ Designating personnel to close doors and windows, tie down loose equipment, move equipment and supplies to shelter area, and barricade windows and doors?

______ Assigning personnel to stand by firefighting hoses and equipment to be ready to extinguish fires?

______ Identifying and protecting valuable and sensitive tools, instruments, machinery, and materials?

______ Protecting equipment and material stored outside by banding tiedown, moving critical or valuable items to inside storage, or moving mobile equipment to high ground or to protected sides of the buildings, as circumstance requires and time allows?

______ Establishing damage assessment and control techniques to minimize property loss during a disaster?
Testing shutdown procedures for utility services and equipment by department managers?

**Evacuation**

Does your plan or checklist have provisions for:

- Describing the conditions under which evacuation would be ordered?
- Developing evacuation procedures, with appropriate options for the various hazards, that avoid potential secondary hazards (i.e., live high voltage wires that could fall; fuel lines that could be ruptured by earthquake explosion; fire damage; etc.)?
- Identifying the individual responsible for ordering an evacuation and establishing lines of succession for carrying out evacuation functions?
- Indicating under what conditions it would be safe to complete facility shutdown before ordering general evacuation?
- Describing the alerting and communication systems for signaling impending or immediate evacuation for each type of evacuation your facility may require?
- Procedures for search and rescue teams, if evacuation alarms are inoperative?
- Maps indicating evacuation routes from buildings and the facility site?
- Clearly marked evacuation routes throughout company facilities, with two exit options (and fire escapes where needed) for every employee?
- Safety lighting (to ensure adequate light for evacuation during a power outage) in stairwells and corridors?
____ Assuring that all personnel know the evacuation routes, routines, and check-in procedures for both area and site evacuations?

____ Helping any handicapped employees to evacuate?

____ Special attention to ensure that any non-English-speaking employees understand warning signals and know where and how to evacuate the workplace?

____ Identifying public or company provided safe reassembly areas that will not leave evacuees exposed to adverse weather conditions—below freezing temperatures, driving rains, etc.—or to radiological hazards following a nuclear incident or attack?

____ Assigning responsibility in an evacuation to a rear guard to ensure that all personnel get clear?

____ An organized head-count to ensure that all facility occupants have exited?

____ A system for identifying missing persons?

____ Ensuring that vital records are evacuated?

____ Identifying critical equipment to be evacuated and explaining how and by whom it will be moved?

____ A facility status report to specified company and civil authorities from the responsible onsite person following a site evacuation?

____ Periodic evacuation drills for all facilities?

____ Designating responsible staff members (by name and title) to maintain and update the evacuation plan on a standby basis?
Shelter

Does your plan or checklist have provisions for:

_____ Identifying existing shelter space in company facilities?

_____ Orderly movement to onsite shelter, with a general traffic pattern and ready-made directional signs?

_____ Assigning corridor, floor, and building wardens to assist employee movement?

_____ Crisis stocking of food, water, medical supplies, and other necessities for fallout shelter stay (for on-site company shelters only)?

_____ Designating shelter managers and support staff?

_____ Obtaining radiation measuring devices from local emergency management officials?

_____ Arranging training for shelter managers and radiological monitors from local and state emergency management officials?

_____ Receiving and registering additional people from nearby areas, in close coordination with government officials, if company facilities have been included in the local in-place fallout shelter inventory?

_____ Coordinating with local authorities to identify shelter locations assigned to company employees outside the facility in accordance with the local in-place shelter allocation?

_____ Printed instructions advising employees of shelter locations and routes to get there, either within the facility or nearby?

_____ Identifying the individual responsible for maintaining on-site shelters?
______ Assuring that key workers required to continue essential operations are provided blast shelter in or near the work place?

______ Coordinating all key worker shelter needs with the local government?

______ Determining when occupants can be released from shelter?

**Emergency Services**

Does your plan or checklist have provisions for:

______ **General Services** (may not be applicable to every emergency service)

______ Maintaining current notification/call-up rosters for each emergency response team (ERT)?

______ Advising personnel of specific risks associated with handling hazardous materials and of the best means to protect themselves?

______ Obtaining appropriate equipment, instruments, antidotes, and protective clothing for ERT members to perform emergency tasks in a hazardous material, chemical, or radiological environment?

______ Assuring that ERT members understand how and when to use response equipment, instruments, antidotes, and protective clothing?

______ Establishing a routine for team members to check for contamination and to dispose of contaminated clothing?

______ Standard operating procedures for each response team, describing how the team will accomplish its assigned tasks and how it will deal with the various agencies?
______ Entering into mutual aid agreements with other private sector companies, state and local government service agencies, and volunteer agencies?

______ A plot plan (site plan, map of buildings and grounds), including utility shutoff locations; water hydrants and mains; storm drains and sewer lines, fences, gates; natural gas, chemical pipelines; name of each building; and street names and street number directions?

______ A building plan (floor plan for each building), including room layout, indicating the materials to be typically found in each room or area, with notes on quantities and storage containers?

______ Supplying copies of the organization’s plot and building plans to local fire and police departments?

______ Handling inquiries and informing families on the status of employees separated from them, especially if injured or missing, due to a disaster event?

______ Logistical support during emergency operations?

______ Reporting the appropriate information (casualties, damage assessment, evacuation status, etc.) to the EOC during emergency operations?

______ Direction and control of ERT personnel during operations?

______ Designating a representative for each ERT to report to the EOC to advise decision makers, to coordinate the team response?

______ Recovery operations during disaster events?
**Specific Services**

**Security**

- Traffic control during an emergency
- Assisting movement to shelter or to evacuate the facility
- Security for critical resources
- Keeping order in emergency shelters
- Protecting company property in damaged area
- Evacuating disaster areas during emergency operations
- Training in sabotage prevention for security force

**Fire and Rescue**

- Deploying fire/rescue teams and equipment in the event of an emergency
- Storing fire control equipment where it will be accessible despite direct hazard effects (earthquake, fires, etc.)
- Assuring that team members know how to operate rescue equipment
- Fire protection in emergency shelters
- Advising decision makers about the risks associated with hazardous materials
- Rescuing injured people during emergency operations
- Alerting all emergency services of the dangers associated with technological hazards and fire during emergency operations
- Training in radiological monitoring
Health/Medical

_____ Selecting and setting up emergency casualty station for screening casualties, administering first aid, initiating identification and casualty records, and arranging transportation to medical facilities if necessary

_____ Obtaining emergency medical support during an emergency

_____ Maintaining an adequate inventory of medical supplies for emergency use

_____ Emergency procedures for exposure to onsite chemicals and for dealing with the injured who may also be contaminated

_____ First aid training for personnel assigned to supplement medical staff

_____ Health/medical care at any facility shelter

_____ Information programs to ensure good health under shelter conditions

Engineering

_____ Establishing and testing shutdown procedures

_____ Precautions, as necessary, to protect equipment during shutdowns and to preserve it over extended periods of nonuse

_____ Maintaining drawings showing locations of utility key valves, switches, feed lines, and hazardous areas

_____ Backup electrical power to the EOC and essential production lines
______ Preparing and maintaining a resource list identifying source, location, and availability of earthmoving equipment, dump trucks, fuel, etc., to support disaster response recovery operations

______ Damage assessment reports

______ Restoring utilities to critical and essential facilities

______ Post-disaster repairs and restoration of facility and services

______ Sanitation services for emergency facilities

______ Maintaining adequate water supply after shutdown for drinking, firefighting, decontamination, and sanitation

**Emergency Information**

Does your plan or checklist have provisions for:

______ Assigning responsibility to assure that all employees understand the warning signals, receive general instructions on what to do in an emergency, and know where to go and how to get to their shelter areas and/or disaster stations?

______ Preparing emergency employee guidance material based on all hazards affecting the company?

______ Distributing emergency information materials to employees?

______ Disseminating emergency information and instruction routes, etc., on bulletin boards and other prominent areas of the building?

______ Providing special instructions to any key workers expected to continue operations on their roles, including information about provisions made for their safety and that of their families?
Including emergency response activities on the agenda of regularly scheduled meetings for supervisory staffs?

Ensuring supervisors and foremen meet regularly with their staffs to discuss the provisions of the emergency management plan?

Providing routine briefings for all employees when they first enter the company to acquaint them with the emergency management plan and the response roles they will be expected to assume?

Scheduling general training in safety measures for all employees and specific response action training for all response team members on a regular basis?

Designating an information office to act as official point of contact during an emergency?

Assigning the responsibility of spokesperson for all contacts with the news media?

Providing an established procedure for authenticating all sources of information received and verifying such information for accuracy?

Providing rumor control?

**Administration and Logistics**

Does your plan or checklist have provisions for:

Assuring review and written concurrence from all company departments assigned emergency responsibilities?

Assuring approval and promulgation by the chief executive of the company?

Specifying the approval date?
______ Identifying the office or individual (by job title) who is responsible for maintaining (review/update) the plan and for ensuring that necessary changes and revisions are prepared, coordinated, published, and distributed?

______ Updating, as necessary, based on deficiencies identified through drills and exercises, changes in organizational structure, technological changes, etc.?

______ Developing and maintaining a resource inventory listing that includes source and quality? (This listing should include lighting, first aid, medical, firefighting, and other basic emergency response support equipment.)

______ Statements identifying additional emergency resource requirements for personnel, equipment, and supplies?

______ Readily locating specific subjects in the plan or checklist through a table of contents and, if feasible, an index?

______ Training response staff and specialized teams to carry out emergency functions?

______ Reviewing those portions of the plan or checklist actually implemented in an emergency event or in an exercise to determine whether revisions can be made to improve disaster response and recovery operations?

**Recovery Planning**

Does your plan have provision for:

______ Identification of the time sensitivity of business functions and their maximum allowable downtime

______ Identification of critical business units and support units
Use of a Business Impact Analysis, including periodic review

A policy statement/mission statement/charter issued and signed by a senior executive

Re-establishing time sensitive functions within their maximum allowable downtime

Establishing when, where, and how these operations will be continued

Identifying the employees who will continue the required operations

Identifying and designating lodging facilities for employees, where necessary

Arranging transportation for employees to alternate/backup sites or other locations that will be used to maintain services/product delivery

Supplying employees with food, water, and other essential needs

Establishing and equipping an Emergency Operations Center

Consigning resources, skilled workforce, equipment, and material to backup/alternate sites or other locations to be used to maintain services/products delivery

Informing employees of the organization’s recovery plans, their roles and responsibilities, and the resources that will be provided

Establishing a recovery management team

Establishing specific recovery function teams and/or individuals with specific recovery functions
______ Detailing specific procedures and tasks for both department and recovery function teams

______ Establishing notification procedures

______ Clearly defined procedure for declaring a disaster and activating the plan

______ Creation of a recovery information database

______ Maintaining critical supplies off site if they cannot be obtained within the required time frames to support the recovery

______ Establishment of a vital records program including back up and offsite storage

______ Liaison with senior management during the recovery process

______ Crisis communication plan and procedures, including designated spokespersons

______ Continuity with other existing crisis management plans and emergency response procedures

______ Identification and use of salvage/restoration companies

______ Training and orientation for new employees

______ Procedures to maintain and update the plan on a periodic basis

______ Testing program

______ Procedures to control the distribution and security of the plan document

______ Inclusion of recovery planning considerations as part of the organization’s strategic planning and new product/service development procedures