

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.