*In an emergency, being able to deliver a message quickly and clearly to your personnel and visitors can prevent injuries and save lives. Use the following checklist to evaluate and improve your onsite notification system.*

**Action to Take Before an Emergency:**

* The Emergency Response Team (ERT) has verified that warning and notification alarms can be heard throughout the entire facility and the immediate neighbourhood.
* The ERT has verified that exits and shelter locations are well marked and accessible, including for those who may have a disability.
* Management has provided time and resources to train personnel to recognize the difference between a notification to evacuate the facility and a notification to take shelter.
* Each workday, someone has responsibility for monitoring news or other services that track severe weather in the local area.
* Management has verified that the notifications used to announce emergency situations are appropriate for all personnel and visitors, including those with disabilities.
* The ERT has checked the status of the alarm and warning system in the past month.
* Management has reviewed and approved a strategy for using social media as a notification tool and to stay in touch with personnel both onsite and off.
* When an alarm sounds, the ERT has a procedure for managing critical services.
* The organization has a contract that ensures fire alarms are centrally monitored by a paid service.
* The ERT has verified that when an alarm sounds, someone from the team will investigate to determine what further steps may be necessary.
* The ERT has verified that if an alarm sounds, personnel know to retrieve first aid kits, Automated External Defibrillator (AED) devices, and any other emergency supplies as they leave the facility.
* Management has verified that personnel receive at least annual training on the proper protocol for reporting an emergency.
* Management has verified that all personnel have received at least annual training on the location of the facility’s exit routes.
* The ERT includes a team of volunteer Safety Wardens who, during an emergency, are tasked with checking to ensure that everyone has left the work area and reported to the assigned assembly area.
* If someone needs assistance in evacuating the area, the ERT has verified that personnel know how to call for assistance.
* The ERT has a proven procedure for tracking attendance during an evacuation.
* The ERT has verified that all personnel are familiar with the all-clear signal and know not to re-enter the facility until directed to do so.