*Use the following checklist to review the core elements of your Emergency Action Plan. Indicate with a checkmark that you have addressed each issue.*

**Section 1: Preparedness Program Completeness**

* Does the program have the support of management?
* Is there a written Emergency Action Plan (EAP)?
* Is there an active training program for employees?
* Has the organization formed an Emergency Planning Committee?
* Has the organization completed a Ready Rating™ Assessment?
* Has the organization coordinated its EAP with its facility's management company?
* Has the organization coordinated its EAP with its facility’s security?
* Have personnel been given emergency preparedness information and encouraged that they have emergency plans for their home and family?
* Does the EAP include a procedure for responding to a medical emergency?
* Is someone trained to assess safety and security needs?
* Is there a procedure for tracking employee attendance?
* Is there a procedure for tracking contractor attendance?
* Is there a procedure for tracking visitor attendance?
* Is there a procedure on how Safety Wardens are to report when arriving at an assembly area?
* Is there guidance specifying when to declare an 'all clear’ after it is safe??
* Is there guidance on how to handle media inquiries?

**Section 2: Adequacy of the Facility and Assembly Areas**

* Does the facility have signs showing evacuation and shelter-in-place locations? Is the facility free of any hazardous or flammable materials?
* Is the facility located near any hazardous sites (e.g., fireworks factory, airplane landing route, fuel refinery)?
* Does the facility post warning signage and announcements during emergencies?
* Are there adequate sanitation facilities in the assembly areas?
* Are stairwells adequately sized to handle the facility's population, including visitors?
* Are doorways adequately sized to handle the facility's population. including visitors?
* Are evacuation routes to exits and shelters obvious, clear, and easy to navigate for people with a range of physical abilities?
* Are the evacuation and shelter-in-place assembly areas well-marked?
* Is there a greeting area at each assembly area?
* Does the shelter provide adequate protection against anticipated threats?
* Are communication systems in the assembly areas in good working condition?
* Are assembly areas clean and well-lit with no loose objects in the immediate area?
* Are radios capable of receiving emergency alerts located in the assembly areas?
* Are the evacuation and shelter-in-place assembly areas large enough to accommodate evacuees?
* Are the assembly areas clear of obstructions that would impede the flow of evacuees?
* Can announcements be heard throughout the assembly areas?
* Are the evacuation and shelter-in-place assembly areas suitable for a range of people with disabilities?

**Section 3: Safety Wardens and Support Staff Training Evaluation**

* Does the organization have volunteers willing to work as safety staff (i.e., Safety Warden?)
* Have the Safety Wardens been given formal training in their duties?
* Is there a written description of the duties of a Safety Warden?
* Is there an overall incident commander who takes charge during a disruption?
* Do Safety Wardens always operate in groups of two or more?
* Are Safety Wardens trained to assume specific roles at each location to which they are assigned?
* Are Safety Wardens easy to identify?
* Are there enough Safety Wardens to provide coverage of the facility?
* Are Safety Wardens trained to provide clear directions to evacuees?
* Are Safety Wardens properly equipped to do their job?
* Are Safety Wardens given a checklist of duties to perform (e.g., floor sweeper, stairwell monitor)?
* Are Safety Wardens equipped and trained to communicate continuously with each other during an emergency?
* Are Safety Wardens trained to perform their duties calmly and professionally?
* Have Safety Wardens been instructed to be the last to leave a work area during an emergency?
* Have Safety Wardens been trained in how to manage an 'all clear' announcement?
* Have Safety Wardens been trained to help employees return to their work areas after an 'all clear'?