

Emergency Response Plan Checklist

According to the Federal Emergency Management Agency (FEMA), a thorough Emergency Response Plan should cover these five factors.

☐ Emergency response leaders:

Designate response leaders who will lead evacuation, coordinate communication and a head count, and make sure that disabled employees are safely sheltered or evacuated for each team and office.

☐ Shelter/evacuation plan:

Make sure that employees know the best response, given the nature of the disaster. If they need to shelter in place, you should have designated safe zones. If they need to evacuate, include regularly scheduled drills to the designated assembly point.

☐ Emergency response supplies

In case employees do need to shelter in place, have an accessible supply of: flashlights, batteries, one gallon of water per employee, nonperishable food, a medical kit, and employees' emergency contact information.

☐ Communication channels:

After the emergency: if employees have evacuated or otherwise dispersed, set a clear system for gathering a head count and ensuring everyone's safety. If employees leave work, set the expectation they are to provide an update as soon as they can.

☐ Review/practice schedule:

Review and update your response plans as a full organization (or office) annually. This includes redesignating emergency response leaders, and going over evacuation routes and supply storage. Then, set a regular cadence for practicing your response (*suggested cadence: every three to six months*).