



EMERGENCY PREPAREDNESS CHECKLIST

This checklist is intended to highlight and simplify key aspects of NFPA 1600®, *Standard on Disaster/Emergency Management and Business Continuity/Continuity of Operations Programs*, and help organizations identify where they might want to focus their emergency preparedness efforts. This product is not a part of the requirements of NFPA 1600. It is an abridged version of Annex C. For the complete document, visit www.nfpa.org/1600

Program Management (Chapter 4)

- Verify that someone has been appointed to be responsible for the organization's program.

Planning (Chapter 5)

- Verify that emergency management/business continuity plans and procedures have been documented.
- Review and document basic steps to take in an emergency, such as an evacuation route and a meeting place.
- Create contact lists for all employees, customers, and key vendors.
- Outline the steps needed for restoring the business if operational components and/or infrastructure are lost.

Risk Assessment (Chapter 5)

- Identify which hazards are most likely to occur and which will have the biggest consequences. (See 5.2.2.1 of *NFPA 1600* for a list of common hazards.)
- Review the potential hazards posed by neighboring properties, such as chemical storage areas or fuel dispensing units.

Business Impact Analysis (Chapter 5)

- Identify critical business operations such as backing up data and hardware and analyze the impact of losing them.
- Confirm that critical information is backed up including the following:
 - ▶ Inventory records identifying the quantity and location. Yes No
 - ▶ Accounts receivable and accounts payable information identifying names and quantities. Yes No
 - ▶ Client names and contact information. Yes No
 - ▶ Other information critical to the organization, such as medical records, equipment lists, drawings, specifications, etc. Yes No
 - ▶ Confirm the availability of equipment to access the data backed up. Yes No

Resource Needs Assessment (Chapter 5)

- Identify the resources needed to resume operation following an incident.
- Identify the training needed to prepare for an incident.
- Determine where resources will come from to resume operation following an incident.
- Identify the location for storing physical resources and supplies.
- Determine if there is a fire safety program.
- Identify if there are automatic sprinklers.
- Determine if there is adequate insurance coverage including business interruption and extra expense insurance.
- Meet with the local fire department to discuss on site hazards and pre-incident planning.

Implementation (Chapter 6)

- Confirm that plans focus on prevention and mitigation of the hazards, risks, vulnerabilities, and impacts that have been identified.
- Confirm that all employees are trained to know how to respond to likely incidents.

Communications (Chapter 6)

- Identify the entity's most important audiences (employees, suppliers, customers, media, investors, regulators, vendors, etc.) and determine how to communicate with them following an emergency or disaster.
- Determine how to notify key audiences of an emergency, including a backup plan.
- Plan how critical information will be provided to employees as well as key external audiences and how to coordinate dissemination of that information to ensure consistency.
- Create employee contact lists and determine how to account for employees following an emergency or disaster.



EMERGENCY PREPAREDNESS CHECKLIST *CONTINUED*

Emergency Operations/Response (Chapter 6)

- Identify emergency actions to protect people and stabilize the emergency.
- Confirm that anyone tasked with a role has access to parts of the action plan that pertain to them.
- Conduct evacuation drills on a regular basis.

Business Continuity and Recovery (Chapter 6)

- Determine how to recover critical or time-sensitive processes as quickly as possible after a disaster.
- Identify roles and responsibilities, including who will be in charge if the owner or manager is not available during an emergency or disaster.
- Identify the building, utility, and infrastructure needs.
- Develop a location strategy that identifies relocation options and includes contingency plans such as allowing employees to work from home.
- Develop a processing strategy that identifies how to continue to provide goods and services to clients/customers following a disaster.
- Determine if outsourcing is an option to provide goods or services through a third-party vendor.
- Determine if mutual aid is an option to engage with a similar provider to fill the needs by agreement and they would reciprocate if the roles were reversed.

Training and Education (Chapter 7) and Exercises and Tests (Chapter 8)

- Conduct periodic awareness, exercises, and tests to do the following:
 - ▶ Practice emergency responses
 - ▶ Validate plans/procedures
 - ▶ Ensure those tasked with a response are clear on what is expected of them
 - ▶ Improve hazard awareness
 - ▶ Identify any capability gaps or needed resource improvements
 - ▶ Conduct training and drills on plans and procedures as part of new employee orientation.

Program Maintenance and Improvement (Chapter 9)

- Review plans and procedures regularly to identify ways to improve the program.
- Review the program and training at least annually to identify improvements.

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