EMERGENCY PREPAREDNESS CHECKLIST

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 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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