

# Ready Rating™

## Emergency Action Plan Assessment

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?



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- 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'?



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