

Building Engines Checklist



Emergency Preparedness

Spot-Checking Your Emergency Pre-Plan

- ☐ Does the plan consider all natural or man-made disasters and internal sources of emergencies that could disrupt your workplace?
- ☐ Does the plan identify a central database for employee, tenant and vendor contact information that can be easily accessed in an emergency?
- ☐ Does the plan consider the impact of these external and internal emergencies on the workplace's operations and is the response tailored to the workplace?
- ☐ Does the plan contain a list of key personnel, as well as contact information for local emergency responders, agencies and contractors?
- ☐ Does the plan contain a list of names, titles, departments and telephone numbers for individuals to contact for additional information or an explanation of duties and responsibilities under the plan?
- ☐ Does the plan lists the amount and location of safety equipment and emergency supplies, including first aid kits, fire extinguishers, carbon monoxide and smoke alarms, automated external defibrillators (AEDs), and shelter-in-place supplies?
- ☐ Does the plan have a process in place for emergency broadcasting?
- ☐ Does the plan address how rescue operations will be performed?
- ☐ Does the plan address how medical assistance will be provided?
- ☐ Does the plan address a web-based tool for managing Certificates of Insurance and Contracts effectively? Up-to-date coverages are key to insulating liability.



Score Card: Count your checks.

Less than 7 means you may be at risk. For more information on the web and mobile tools that can help your team mitigate risk, call:

(866)301-5300