

# Building Engines Checklist



## Emergency Preparedness

### Implementing a Successful Emergency Response Plan

- Planning:** We have an emergency response planning committee and Senior Management approves written emergency response plans annually. Our written plan clearly details chain of command for emergency situations.
- Training:** We train employees in emergency preparedness annually so that all stakeholders know our warning and communication procedures, their roles during a disaster, where they should go if evacuating or sheltering in place.
- Education:** We emphasize employee preparedness by: identifying response teams of people trained in first aid and CPR/AED, having at least 10% of employees trained annually in first aid and CPR/AED, offering first aid/CPR/AED training to employees annually, and providing emergency preparedness training to all new employees.
- Drills & Exercises:** We conduct the following drills and exercises at least once a year: building evacuation drill, tabletop exercise, Continuity of Operations Plan (COOP) activation drill, medical emergency response exercise, shelter-in-place drill, practice procedures for specific disasters in our area.
- Evaluation:** We complete after-action reports and evaluations following each drill, exercise and real emergency situation. The after-action report identifies concerns about plan compliance and forwards the resulting recommendations to our emergency planning committee and senior management.
- Communication:** We have have an automated process in place for emergency broadcasting and are able to track responses from employees, vendors and staff during and after an emergency.
- Data and Storage:** We have have a centralized, web-based database that tracks incidents, stores emergency preparedness documentation, procedures and equipment lists, stores up-to-date employee, tenant, and vendor contact information, and is able to broadcast and track emergency information to various stakeholder groups during and after an emergency.



### Score Card: Count your checks.

**Less than 5** means you may be at risk. For help implementing an effective emergency preparedness program, request a conversation with one of our consultants today!

**(866)301-5300**