

EMERGENCY RESPONSE PLAN

DISASTER & INCIDENT RESPONSE CHECKLIST

DURING INCIDENT		
COMPLETED	RESPONSIBLE EMPLOYEE	TASK
<input type="checkbox"/>		Contact emergency services, including calling 911
<input type="checkbox"/>		Initiate communication plan including telephone, internet, and wireless communications
<input type="checkbox"/>		Evacuate Employees and / or Residents as necessary
<input type="checkbox"/>		Provide / coordinate emergency care to Employees and / or Residents as necessary
<input type="checkbox"/>		Maintain and update communications with community emergency management agency

AFTER INCIDENT		
COMPLETED	RESPONSIBLE EMPLOYEE	TASK
<input type="checkbox"/>		Engage emergency services provider to assist with immediate remediation of employees, residents, and/or property
<input type="checkbox"/>		Report incident as necessary <ol style="list-style-type: none"> a. State and/or City Fire Marshal b. Insurance Agent and/or Carrier c. Bank/Lender
<input type="checkbox"/>		Engage Emergency Official for debriefing / complete detail concerning cause of accident and necessary follow up
<input type="checkbox"/>		Safeguard damaged facility to protect against further damage and/or exposure. Following measures may be necessary depending on extent of damage: <ol style="list-style-type: none"> a. Block and/or lock windows, doors, and damaged roofing to prevent access. b. Implement temporary fencing around perimeter of facility c. Employ security firm to provide onsite support and monitoring services d. Evaluate status and/or functionality of Fire/Burglar Alarm
<input type="checkbox"/>		Evaluate impact to community to determine if Public Relations support/guidance is warranted
<input type="checkbox"/>		Cooperate with insurance company adjusters, agents and restoration/remediation specialists to determine <ol style="list-style-type: none"> a. Extent of damage and likely repair timeline b. Coverage response and limitations c. Oversee work as it progresses



AFTER INCIDENT - CONTINUED		
COMPLETED	RESPONSIBLE EMPLOYEE	TASK
<input type="checkbox"/>		Consider Employee needs which may include the following a. Overtime and/or flextime allowances b. Crisis counseling as needed c. Assignment to new property/location
<input type="checkbox"/>		Consider Resident needs which may include the following d. Access to damaged property e. Relocation and/or direction to community support agency

NOTES
<ul style="list-style-type: none">•••••