*In an emergency, being able to deliver a message quickly and clearly to your personnel and visitors can prevent injuries and save lives. Use the following checklist to evaluate and improve your onsite notification system.*

**Action to Take Before an Emergency:**

* The Emergency Response Team (ERT) has verified that warning and notification alarms can be heard throughout the entire campus, facilities, and the immediate neighbourhood.
* The ERT has verified that exits and shelter locations are well-marked and accessible, including for those who may have a disability.
* School administrators have provided time and resources to train students, personnel, and other personnel as needed, to recognize the difference between a notification to evacuate the building and a notification to take shelter.
* When relevant, someone is tasked with monitoring the news or other services that track severe weather in your local area.
* School administrators have verified that the notifications used to announce emergencies are appropriate for all students, personnel, and visitors, including those with disabilities.
* The ERT has checked the status of the alarm and warning system in the past month.
* School administrators have reviewed and approved a strategy for using social media as a notification tool and to stay in touch with students and personnel on and off-site.
* When an alarm sounds, the ERT has a procedure for managing the school’s critical services.
* School administrators have obtained a contract that ensures fire alarms are centrally monitored by a paid service.
* The ERT has verified that when an alarm sounds, someone from the team will investigate to determine what further steps are necessary.
* The ERT has verified that if an alarm sounds, personnel (and in some cases, students) know to retrieve emergency first aid kits and automated external defibrillator (AED) devices as they leave the campus facilities.
* School administrators have verified that students and personnel receive, at a minimum, annual training on the proper protocol for reporting an emergency.
* School administrators have verified that all students and personnel receive, at a minimum, annual training on the location of the facility’s exit routes.
* The ERT includes a team of volunteer safety wardens who, during an emergency, are tasked with ensuring that everyone has left the building or campus area and reported to the assigned assembly area.
* If someone needs assistance evacuating, the ERT has verified that personnel (and potentially students) know how to call for assistance.
* The ERT has a proven procedure for tracking attendance during an evacuation.
* The ERT has verified that all personnel and students are familiar with the all-clear signal and know not to re-enter the facility until directed to do so.