*A disorganized evacuation can result in confusion, injury, and property damage. Use the following checklist to help evaluate your next evacuation or shelter-in-place exercise.*

* The Emergency Action Plan (EAP) has been reviewed and includes written evacuation procedures.
* The drill tests the effectiveness of communicating evacuation procedures with personnel, clients, or visitors.
* Safety Wardens have an opportunity to practice the skills they were trained on based on their roles.
* The drill tests the effectiveness of illuminated exit signs to indicate the way to exits and shelters.
* The drill tests the suitability of exit routes for people who use wheelchairs or other mobility devices.
* Elevators are generally not recommended as a way to reach an emergency exit but are permitted in certain situations.
* At least annually, all exit routes are inspected for obstructions and debris.
* Exit routes are chosen to protect personnel, clients, or visitors from additional hazards.
* Evacuation procedures, shelters, and exit routes are marked on floor plans that are posted throughout the facility.
* Shelter and assembly areas are well marked.
* Evacuation routes to shelters and assembly areas will not hinder emergency response efforts.
* The EAP has identified personnel, clients, or visitors with disabilities who may need help evacuating and assigned one or more people, including backup personnel, to assist them during an emergency.
* The EAP has procedures for assisting personnel, clients, and visitors to evacuate, particularly those who may not speak the dominant language.
* The EAP has identified key personnel to perform critical shutdown operations or other duties before evacuating to a shelter or assembly area.
* The EAP includes a procedure to account for personnel, clients, and visitors during an evacuation.
* The EAP has recommended types and adequate amounts of safety and first aid equipment onsite.
* The EAP includes the conditions under which an evacuation would be necessary.
* The EAP includes the conditions under which it may be better to shelter in place.
* The EAP includes a clear chain of command and designates those authorized to order an evacuation, sheltering-in-place, or facility shutdown.
* The EAP includes a procedure for assisting personnel if a community-wide evacuation is ordered.
* Personnel know not to lock fire exits or block doorways, halls, or stairways.
* The EAP regularly tests all backup systems and safety systems such as emergency lighting and communications systems (at a minimum, annually).
* Safety Wardens and other personnel receive annual emergency response training.
* Emergency evacuation exercises are conducted at a minimum, annually.
* Systems are in place to notify, evacuate and account for building occupants during off-hours.