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

* The Emergency Action Plan (EAP) has been reviewed and includes written evacuation procedures.
* During the evacuation drill, personnel, students, and visitors are aware of and can practice evacuation procedures.
* 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.
* The drill tests the accessibility of exit routes for people who use wheelchairs or other mobility devices.
* Exit doors meet regulatory requirements.
* At least annually, all exit routes are inspected for obstructions and debris.
* Exit routes are chosen to protect personnel, students, and visitors from additional hazards.
* Evacuation procedures, shelters, and exit routes are marked on floor plans posted throughout campus.
* Shelter and assembly areas are well marked.
* Evacuation routes to shelters and assembly areas will not hinder emergency response efforts.
* Review active shooter materials in the Ready Rating resource centre.
* The EAP has identified students or personnel with special needs or disabilities who may need help evacuating and has assigned people, including backup personnel, to assist them as needed.
* The EAP has procedures for assisting visitors, personnel, and students to evacuate, including those who may not speak the dominant language.
* The EAP has identified key personnel members to perform critical shut-down operations or other duties before evacuating to a shelter or assembly area.
* The EAP includes a procedure allowing you to account for personnel, students, and visitors during an evacuation.
* The EAP has the recommended types and amount of safety and first aid equipment on campus.
* Conditions under which an evacuation would be necessary have been identified.
* The EAP explains 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, shelter-in-place, or campus shutdown.
* The EAP includes a procedure for assisting personnel if a community-wide evacuation is ordered.
* Personnel, students, visitors, and contractors know to never lock fire exits or block doorways, halls, or stairways.
* The EAP tests all backup and safety systems such as emergency lighting and communications systems at least annually.
* Safety Wardens and other personnel receive annual emergency response training.
* Emergency evacuation exercises are conducted at least annually.
* Systems are in place to notify, evacuate, and account for building occupants during off-hours.

Ready Rating resource centre also contains resources about active shooters