**Section 1: Completeness of Preparedness Exercise**

* Did management provide resources to support the exercise?
* Did management actively participate in the exercise?
* Did management review the After Action reports?
* Did/will management attend the post-exercise review?
* Does the organization have a written Emergency Action Plan (EAP)?
* Does the EAP contain emergency procedures for evacuating and sheltering in the facility?
* Does the EAP contain procedures and protocols for responding to a medical emergency?
* Does the EAP contain procedures and protocols to assist people with disabilities?
* Is there an active emergency planning committee that represents all stakeholders?
* Has the organization completed an emergency plan assessment such as one of the two **Ready Rating self-assessments? (Ready*Go* or Ready*Advance*)**
* If the facility is rented or leased, has management coordinated its EAP with the owners?
* If other tenants share the facility, has management coordinated its EAP with them?
* If a third party manages onsite security, has management coordinated its EAP with this firm?
* Have personnel been provided information to plan for emergencies at home?

**Section 2: Adequacy of the Facility and Assembly Areas**

* + During the exercise was it clear that the facility has signs showing evacuations and shelter-in-place (SIP) locations?
	+ Based on feedback from participants, were evacuation routes to exits and shelters clear and easy to navigate?
	+ Based on feedback from participants, are evacuation and SIP assembly areas large enough to accommodate evacuees?
	+ Were evacuation and SIP assembly areas well-marked?
	+ Was a reception/greeting area set up at the assembly area?
	+ Did the shelter location(s) provide adequate protection against anticipated threats?
	+ Were communication systems at the assembly areas tested and found to be in good working order during the exercise?
	+ Based on the number of participants, were sanitation facilities at the assembly areas adequate?
	+ Upon inspection, were assembly areas found to be clean and well-lit with no loose objects in the immediate area?
	+ Are stairwells adequately sized to handle the facility's population?
	+ Are doorways adequately sized to handle the facility's population?
	+ Are assembly areas clear of obstructions that would impede the flow of evacuees?
	+ Are exit routes suitable for people who use wheelchairs or other mobility devices?
	+ Can announcements be heard throughout the facility?
	+ Can announcements be heard throughout assembly areas?
	+ Are there other tools available to communicate with those who may have visual or hearing impairments?
	+ Is there a procedure for meeting the needs of those who may not speak the dominant language?
	+ During the exercise, was the presence of hazardous materials addressed?
	+ If the facility is located near hazardous sites (e.g., fireworks factory, airplane landing route, fuel refinery), are there guidelines on how to address the safety needs of personnel and visitors?
	+ Was signage posted indicating an exercise was underway?
	+ Is there a policy on when and where signage should be posted during an actual emergency?

**Section 3: Evaluation of Safety and Support Personnel Training**

* Does the organization have personnel or volunteers willing to work as Safety Wardens?
* Have these volunteers been given formal training on their duties?
* Is there a written description of the duties of a Safety Warden?
* Is there a command and control hierarchy in place to manage events such as exercises and actual emergencies?
* Is there an overall incident commander who takes charge during an exercise or actual emergency?
* Do Safety Wardens always operate in groups of two or more?
* Are Safety Wardens trained to assume specific roles at each location to which they are assigned?
* Did Safety Wardens adequately perform their tasks during the exercise?
* Are Safety Wardens given distinctive clothing, making them easy to identify?
* Were there enough Safety Wardens to provide coverage of the facility?
* Are Safety Wardens trained to provide clear directions to evacuees?
* Are Safety Wardens trained to meet the needs of evacuees who who may not speak the dominant language or have special needs?
* Based on feedback and observations, were Safety Wardens properly equipped to do their job?
* Are Safety Wardens trained to assume pre-selected stations during an emergency?
* Were Safety Wardens given a checklist of duties to perform (e.g., floor sweeper?
* Were Safety Wardens able to communicate continuously with one another during the exercise?
* Are Safety Wardens trained to perform their duties calmly and professionally?
* Are Safety Wardens trained on how to report on the situation at specific locations and on their areas of responsibility?
* Were Safety Wardens instructed to be the last to leave a work area during the exercise?
* Have Safety Wardens been trained on how to manage an 'All Clear' announcement?
* Have Safety Wardens been trained to help personnel return to their work areas after an 'All Clear' announcement?

**Section 4: Safety and Security Policies**

* Was someone trained to assess safety and security needs, stationed at each assembly area entrance during the exercise?
* Does the EAP specify a procedure for tracking personnel attendance?
* Does the EAP specify a procedure for tracking contractor attendance?
* Does the EAP specify a procedure for tracking visitor attendance?
* Does the EAP specify a procedure on how Safety Wardens are to report when arriving at an assembly area?
* Does the EAP specify a procedure specifying when to declare an 'All Clear?'

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| * Does the EAP specify a procedure on how to handle media inquires?
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