



AkitaBox

The Facility Manager's Emergency Preparedness Checklist

A 12-Step Checklist

How to Develop an Emergency Plan (12 Steps)

Emergency situations are often sudden and unexpected. Without emergency protocols, a facility can face loss of business, loss of income or even loss of life. Don't put occupants of your facility at risk: prepare an emergency plan before disaster strikes.

Strong emergency plans protect you, your team and your business during an emergency. Effective emergency plans also help with preventing and recovering from disaster. Here are twelve easy steps to establishing a strong emergency action plan.

- ☐ **Organize** an Emergency Preparedness team. Your team should include representation from a wide variety of departments including Human Resources, Public Affairs, Financial Affairs, Legal Counsel, Information Technology, Purchasing, Engineering, Manufacturing, Production, Security, Risk Management, Environmental Health and Safety, etc.
- ☐ **Appoint** a leader for your team.
- ☐ **Develop** a mission statement and a desired outcome for the team.
- ☐ **Outline** areas, functions and assets of the facility to be addressed.
- ☐ **Conduct** a review of existing emergency protocols. Brainstorm ways current plans could be improved.
- ☐ **Discuss** emergencies your facility may encounter (technological emergencies, equipment failures, active threats, severe weather, etc.) Analyze each type of emergency from a scenario perspective.
- ☐ **Conduct** a risk assessment.
- ☐ **Create or update** egress plans.
- ☐ **Identify** internal and external resources that could be useful.
- ☐ **Establish** financial recommendations and a budget.
- ☐ **Review** insurance requirements.
- ☐ **Modify** your team's plan as needed.

Need help?

AkitaBox offers a variety of **free** content designed to help facility managers promote safety in their facilities:

- [2019 Safety and Security eBook](#)
- [How to Create an Egress Plan](#)

About AkitaBox

AkitaBox is the leading facility management software and data collection provider dedicated to improving the way people manage and interact with the buildings they occupy. Founded in 2015, AkitaBox supplies accurate facility data management tools to over 200 million square feet of commercial, educational, healthcare, and governmental organizations in the United States.

For more information, visit AkitaBox.com.

