



Emergency Readiness Checklist

This checklist helps organizations quickly identify gaps in emergency preparedness, security, and continuity planning.

Emergency Planning

- Do you have a written emergency action plan?
- Are evacuation routes clearly marked?
- Are employees trained on emergency procedures?

Security Measures

- Is access to your facility controlled?
- Do you have visitor sign-in procedures?
- Are surveillance systems in place and functional?

Crisis Response

- Are leadership roles defined during an emergency?
- Is there a communication plan in place?
- Do employees know who to report to?

Business Continuity

- Do you have a plan for operational disruption?
- Can your business function during outages?
- Is critical data backed up and accessible?