Workplace Emergency Preparedness Checklist

This emergency preparedness checklist can help you ready your workplace and workers for a wide range of emergencies and maintain business continuity.

What are the most likely threats to your workplace?
Severe weather/natural disasters (such as ice storms, earthquakes, floods)?

❑ Yes ❑ No

Communicable disease outbreaks (such as SARS, pandemic influenza)?

❑ Yes ❑ No

Interruption of essential services, such as power, water, mail, public transit and communications?

❑ Yes ❑ No

Damage to facilities (such as fire, water damage)?

❑ Yes ❑ No

Computer failures (such as loss of data, cyber-attacks)?

❑ Yes ❑ No

Labour issues (such as strikes, unsafe work environments, violence)?

❑ Yes ❑ No

Proximity to railways & freeways, which could expose the workplace to chemical spills, dangerous goods?

❑ Yes ❑ No

Terrorism (such as the use of anthrax, explosive devices)?

❑ Yes ❑ No

Radiological/nuclear hazards (such as exposures, reactor incidents)?

❑ Yes ❑ No

What functions or services are critical to maintaining your workplace?

Have you prioritized functions that are critical to the continuation of your business?

❑ Yes ❑ No

Are there other ways of maintaining those functions in the event of a loss of key people, facilities, tools or technology?

❑ Yes ❑ No

Have you identified key partnerships upon which your business depends, such as shipping services, technology support, supply of raw materials, etc.?

❑ Yes ❑ No

Does your workplace have effective health and safety programs?

❑ Yes ❑ No

What is the chain of command in the event of an emergency?

Have you identified the person in charge of emergency preparedness and a back-up person? Who implements, maintains and oversees the plan?

❑ Yes ❑ No

Have you outlined a chain of command with alternates and communicated this clearly to workers?

❑ Yes ❑ No

Have you considered how workers will be notified of an emergency and created a contact plan?

❑ Yes ❑ No

Do you have an emergency info-line where workers can access information quickly, such as whether or not they should come to work that day?

❑ Yes ❑ No

Have you considered cross training workers, especially for critical business, emergency, and health and safety functions?

❑ Yes ❑ No

What is the emergency response plan for your workplace?

Have you created an emergency response plan? If half of your workers were affected by a serious communicable disease how would your workplace continue to operate?

❑ Yes ❑ No

Does your emergency plan include initial response but also address longer-term issues that may arise?

❑ Yes ❑ No

Is there a regular review process to ensure that the plan remains current?

❑ Yes ❑ No

Have there been practice sessions to identify possible gaps in the plan?

❑ Yes ❑ No

Consider the following questions and how they relate to your workplace:

People

Does your emergency preparedness plan provide for public health emergencies, such as SARS or pandemic influenza?

❑ Yes ❑ No

Does your benefit plan pay for sick time? Do you encourage workers to stay home or work from home when they’re sick?

❑ Yes ❑ No

If some of your workers were quarantined, could they work from home? What are their rights?

❑ Yes ❑ No

Are counselling services provided for workers and their families to promote healthy coping strategies, combat posttraumatic stress and allow for constructive debriefing from a crisis?

❑ Yes ❑ No

Are there provisions in the plan to ensure the safety and security of the families of your workers?

❑ Yes ❑ No

Have you considered the unique needs of different cultural groups in the workplace in emergency situations?

❑ Yes ❑ No

Are workers encouraged to create their own emergency preparedness plans for their home and family? For example if the schools closed due to a public emergency, what alternate childcare arrangements have been made?

❑ Yes ❑ No

If a worker develops a communicable disease, are the other workers entitled to know about it? How do you protect the privacy of your workers while also protecting the safety of your staff?

❑ Yes ❑ No

Does your company have a hand-hygiene policy?

❑ Yes ❑ No

Does your business have a first aid kit that’s readily accessible and personnel that are trained in first aid?

❑ Yes ❑ No

Does your company offer flu vaccination clinics each year and actively encourage workers to participate?

❑ Yes ❑ No

Does your workplace have an evacuation plan? Is it practiced and reviewed on a regular basis?

❑ Yes ❑ No

Key Business Functions

Does your business insurance policy have business interruption coverage? If so, does it cover lost profit or just overhead?

❑ Yes ❑ No

Does your business have a clear succession plan? If key people died in an emergency, who would take their places?

❑ Yes ❑ No

If some of your workers were quarantined, could they work from home? What are their rights?

❑ Yes ❑ No

Are counselling services provided for workers and their families to promote healthy coping strategies, combat posttraumatic stress and allow for constructive debriefing from a crisis?

❑ Yes ❑ No

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❑ Yes ❑ No

Facilities

Does your company maintain an alternate site where business can quickly be resumed if the primary site were unexpectedly unavailable? If so, is this site within the same city or would workers have to temporarily relocate? If workers are expected to relocate to this site, have you considered their families?

❑ Yes ❑ No

Does your business routinely review fire code regulations to be sure that equipment and evacuation plans are current?

❑ Yes ❑ No

Does your business routinely update its insurance policies?

❑ Yes ❑ No

Have you considered the security of the physical work environment?

❑ Yes ❑ No

Are hand-hygiene stations or facilities easily accessible to staff and clients?

❑ Yes ❑ No

Are worker workspaces, break rooms and washroom facilities regularly cleaned and disinfected?

❑ Yes ❑ No

Does your business run regular maintenance checks, and service or repair air filtration systems, plumbing, water leaks, etc. as

needed? Do you keep accurate records of these repairs and maintenance activities?

❑ Yes ❑ No

Does your business maintain and routinely check a general-purpose emergency preparedness kit?

❑ Yes ❑ No