



After the Emergency Checklist

Before you consider the incident or drill completely closed, walk through this list:

- ☐ Everyone involved has been accounted for and appropriate follow-up has been completed
- ☐ Employees involved were asked what they observed
- ☐ What worked well was identified
- ☐ Problems, delays, and gaps were documented
- ☐ Used emergency supplies were replaced
- ☐ Expired or damaged supplies were removed
- ☐ Emergency equipment was inspected
- ☐ AEDs and other applicable equipment were checked
- ☐ Emergency communication procedures were reviewed
- ☐ Employee training needs were identified
- ☐ Emergency contacts were verified and updated
- ☐ Evacuation routes and shelter locations were reviewed
- ☐ Assembly areas were reviewed
- ☐ Visitors, contractors, and accountability procedures were reviewed
- ☐ The Emergency Action Plan was updated if necessary
- ☐ Changes to the workplace or jobsite were considered
- ☐ Corrective actions were identified
- ☐ Someone was assigned responsibility for each corrective action
- ☐ Due dates were established for corrective actions
- ☐ Changes were communicated to employees
- ☐ Improvements were tested through training or a future drill
- ☐ The review was documented for future reference