



# Emergency Response Plan Readiness Checklist

**This quick-reference checklist is designed to help you evaluate whether your Emergency Response Plan (ERP) includes the critical elements necessary to protect people, property, and operations in the event of an emergency. Use it as a discussion tool with your leadership and safety teams to verify that your plan is current, actionable, and aligned with your organization's needs. Your ERP should be reviewed and updated at least annually to reflect changes in personnel, facility layout, operations, and potential hazards.**

- The ERP is written, current, and accessible to all employees.
- Roles and responsibilities for emergency response are clearly defined.
- Evacuation routes, shelter locations, and assembly points are posted in all work areas.
- Procedures are in place for evacuating and accounting for visitors and contractors.
- Fire prevention measures, extinguisher inspections, and alarm checks are on schedule.
- Severe weather procedures (tornado, flood, snow, high winds) are documented and communicated.
- Spill response steps and the locations of spill kits are identified and maintained.
- Workplace violence prevention protocols, including active threat response, are documented.
- Medical emergency response procedures are documented; first aid/AED resources are available. Drills for multiple emergency types are conducted and documented regularly.
- Post-drill evaluations are completed and used to improve the ERP.
- Communication systems (alarms, PA, alerts) are tested and functional.
- The ERP includes basic business continuity considerations.
- Leadership and employees can describe their ERP responsibilities without referring to the document.

**If any boxes remain unchecked, your ERP may not be fully compliant or effective. Contact Veltera Risk Advisors to schedule a Veltera360™ assessment.**