EMERGENCY DRILL CHECKLIST

Regroup

DRILLS AND SAFETY EXERCISES ARE ESSENTIAL COMPONENTS OF SUCCESSFUL EMERGENCY PREPAREDNESS AND RESPONSE PLANS. STEPS FOR SUCCESS IN EXECUTING A DRILL INCLUDE PRE-PLANNING, CONDUCTING THE EXERCISE, AND COMPLETING AFTER-ACTION DEBRIEFING.

THIS DOCUMENT WILL HELP YOU PLAN AND EXECUTE EFFECTIVE, LIFE-SAVING EMERGENCY DRILLS.

3 REASONS WHY EMERGENCY DRILLS ARE IMPORTANT:

PRACTICE MAKES PERFECT:
While your security teams might be ready for the worst at all times, most people aren't. Practicing evacuation plans, communication protocols, and emergency response will prepare everyone within your organization, ensuring they follow the right course of action when an emergency arises.

FIND AND FIX FAULTS IN ADVANCE
Besides the legal requirement to test alarms, conducting drills will help you make sure all of your hardware and software alerting systems are working as expected. Drills can help reveal ways that these systems can be better utilized, or even expose faults you didn't know existed.

EVALUATE AND IMPROVE YOUR READINESS
After a drill is conducted, your organization may find "weak spots" when it comes to emergencies. A drill is a perfect way to see what needs to be tightened up. You may need better exit lighting, beacon alerts, a contingency plan, or to address gaps in employee knowledge on how to respond to various situations.

CHECKLIST TO PLAN AN EFFECTIVE DRILL

✔ **CONDUCT AN ORIENTATION MEETING**
Orientations are an excellent first step to ensuring all staff members understand emergency drill protocols.

✔ **ASSIGN ROLES AND RESPONSIBILITIES**
Assign and clarify roles for communication, response, and other organizational needs.
People who have been assigned critical roles can be evaluated during different types of simulated events.

✔ **REQUIRE PARTICIPATION FROM EVERYONE**
Emergencies don't target only those who have been trained on how to respond. Include everyone in your organization to be sure they're all as prepared as possible.

✔ **COORDINATE WITH LOCAL PUBLIC SAFETY OFFICIALS**
States and various industries have different sets of requirements for emergency preparedness drills. When necessary, or when it makes sense, include local public safety agencies in your drills to simulate actual response times. In many cases, they have helpful advice on how to conduct the best drill possible.

✔ **CONDUCT SCHEDULED AND UNSCHEDULED DRILLS**
Consider conducting unscheduled drills at times when they're not expected. You may be surprised at how many additional faults or weaknesses these unscheduled drills may reveal!

✔ **SIMULATE UNUSUAL SITUATIONS THAT CAN OCCUR DURING AN ACTUAL CRISIS**
A standard fire drill is fairly simple to conduct, but what if people have medical needs or a stairway is inaccessible during a real fire? Brainstorm and include unusual scenarios in your drills to bolster your confidence that a real emergency will be handled well.

✔ **TEST EMPLOYEE AND VISITOR ACCOUNTABILITY PROCEDURES**
Accounting for employees and stakeholders following an evacuation is critical. Any confusion could result in delays rescuing anyone who is trapped in the facility or may lead to unnecessary search and rescue operations.

✔ **TEST WARNING AND NOTIFICATION PROCEDURES**
During an actual emergency is the worst time to discover gaps in warning and notification procedures. Make sure alarms are working and can be perceived by everyone in your organization.

✔ **PERFORM A POST-DRILL DEBRIEFING**
After-action reports provide an opportunity for a detailed analysis of drills. It is important to document the process, and identify successes, challenges, and failures.

REGROUP FEATURES TO USE DURING DRILLS

POLLING
Leverage polling and surveying capabilities to take a headcount and confirm the status of your participants.

TWO-WAY COMMUNICATION
Use Regroup's free mobile app to communicate back and forth with security team members or designated safety officials during the drill.

GEO-TARGETED MESSAGES
Practice drawing boundaries around map locations and ensure your employees and contacts have Regroup's free mobile app installed so you can message them based on exact locations if a real emergency ever arises.

MULTI-CHANNEL COMMUNICATION
Find out what works best for your organization by sending messages through email, text/SMS, digital signage, on-site speakers, and more.

REMEMBER: AMERICANS WITH DISABILITY ACT

BE ADA COMPLIANT

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. Those who are deaf or hard of hearing may not hear radio, television, sirens, or other audible alerts. Those who are blind or vision impaired may not be aware of visual cues, such as flashing lights. Your warning methods should ensure that everyone will have the information necessary to make sound decisions and take appropriate, responsible action. As a best practice, use a combination of visual and audible alerting methods rather than relying on one method alone.

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