

Emergency Planning Checklist

Whether you're establishing a new jewelry business, reviewing your existing emergency plan, or putting a new plan into place, the following checklist from Jewelers Mutual can help you stay organized and help ensure you haven't missed any important steps.

Go through this list annually, and adapt it as needed. You can mark **Yes** if something has already been addressed, **Update** to note issues that require additional consideration, or **No** to indicate an emergency-planning step you have yet to take.

	Yes	Update	No
PLANNING TEAM			
Planning team established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning team meetings scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNAL PLANS AND POLICIES REVIEW			
Evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and health program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CODES AND REGULATIONS REVIEW			
Fire codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OSHA regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRITICAL SERVICES AND OPERATIONS REVIEW			
Services provided by your company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operations vital to the continued functioning of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment vital to the continued functioning of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel vital to the continued functioning of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Services provided by vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNAL RESOURCES AND CAPABILITIES REVIEW			
Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire warden(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPR training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	Update	No
INTERNAL RESOURCES AND CAPABILITIES REVIEW (Continued)			
Emergency power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backup systems (arranged with other facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXTERNAL RESOURCES REVIEW			
Emergency management office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency medical services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet service provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical utility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance policy review with agent or broker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLAN DEVELOPMENT			
Responsibilities of key personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The types of emergencies that could occur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where response operations will be managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY MANAGEMENT ELEMENTS			
Direction and control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recovery and restoration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY RESPONSE PROCEDURES			
Assessing the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protecting employees, customers, visitors, equipment, vital records and other asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting the business back up and running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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(Continued from front)

	Yes	Update	No
PROCEDURES FOR BOMB THREATS			
Warning employees and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating with personnel and community responders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conducting an evacuation and account for all persons in the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shutting down operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protecting vital records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restoring operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPORT DOCUMENTS			
Emergency call lists including people responding, their responsibilities and phone numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee lists including home phone numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource lists including equipment and supplies that could be needed in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DEVELOPMENT PROCESS			
Task list identifying persons, tasks and timetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs of disabled persons and non-English speaking personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training schedule for employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLAN DISTRIBUTION			
Copies distributed to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current date and revision number on plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resource lists including equipment and supplies that could be needed in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	Update	No
PLAN IMPLEMENTATION			
All personnel trained in procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orientation and education sessions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk-through drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation drills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan tested to ensure employees know what to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMPLOYEE TRAINING			
Individual roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about threats, hazards, and protective actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notification, warning and communication procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Means for locating family members in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency response procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation, shelter and accountability procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and use of common emergency equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLAN EVALUATION AND MODIFICATION			
A formal audit of the plan conducted at least once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan reflects lessons learned from drills and actual events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photographs and other records of facility assets are up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Names, titles, and phone numbers are in the plan current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jewelers Mutual is your partner in emergency planning.

Visit Jewelers Mutual's Safety and Security page at JewelersMutual.com for the latest information and support materials to help protect your jewelry business.

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