

Crisis Emergency Checklist

Campus/Department: _____

1. _____ Is the Crisis Emergency Response Team (CERT) established and catalogued?
 - Names
 - Duties
 - Substitutes
 - All phone numbers
2. _____ Are evacuation maps posted in all rooms?
3. _____ Are a set of keys to all doors in the campus available? Are they accessible?
4. _____ Are emergency numbers posted in the main office?
5. _____ Is the Crisis Emergency Response Plan posted in the main office?
6. _____ Has the Crisis Emergency Response Plan given to all CERT members?
7. _____ Are procedures established to account for all employees and students after the evacuation has occurred?
8. _____ Are provisions in place to assist disabled individuals who may need assistance getting out during an emergency evacuation?
9. _____ If released early, are provisions in place to ensure that all students are released to their guardian?
 - To whom will they be released?
 - Student phone numbers and addresses?
10. _____ Are there procedures in place if a student need medical attention during an emergency?
 - Are they allergic to anything?
 - What medicines can they take and not take?
11. _____ Is the Crisis Emergency Response Plan being practiced at least once a month?
12. _____ Is the fire alarm operational and connected to Laredo Alarm?
13. _____ Is there floor plans available in case emergency personnel need it?
14. _____ In case of evacuation, is an alternate location established? Where is it? How will you get there?