



OSHKOSH FIRE DEPARTMENT'S EMERGENCY EVACUATION CHECKLIST

SHORT TERM

- At any given time, a method to keep track of the number and names of: employees, residents, contractors, and visitors
- Emergency Evacuation Plan with primary and secondary exits noted.
- Reliable system for notifying employees/residents. Is it redundant?
- A known Rally Point or Safe Meeting Place for employees/residents/visitors.
- A method of accountability.
- Employees/Residents aware/trained in the plan and aware/trained in their roles and responsibilities.
- ONE* person assigned to each Rally Point to account for employees/residents/visitors.
- ANOTHER (DIFFERENT)* person assigned to meet and work with the Fire Department.
- A list of hazardous materials on-site as well as their locations.
- An Emergency Contact List: Who needs to be notified about the situation (owner, maintenance, incoming employees, etc.)?
- A list of critical operations and records along with their locations.
- A plan to deal with the media and public information.
- A plan to deal with family members who arrive on scene looking for relatives.
- A method to signal "All Clear" and to recall employees.

LONG TERM

- A long-term shelter and a method of getting employees/residents/contractors/visitors to the site.
- A contingency plan in case normal operations will be suspended/interrupted for an extended period of time.