

REVIEW EMERGENCY PLANS PROREVIEW EMERGENCY PLANS PROCEDURES* (every six months) JAN
FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC Date Reviewed *Reviewed by all staff What will the
person discovering the emergency do? _____

How will they notify other staff? _____

What will you do before the emergency responders arrives? _____

How will you make sure all persons are evacuated and/or accounted for during each emergency? _____

PROCEDURES* (every six months) JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC Date Reviewed
*Reviewed by all staff What will the person discovering the emergency do?

How will they notify other staff? _____

What will you do before the emergency responders arrives? _____

How will you make sure all persons are evacuated and/or accounted for during each emergency? _____