DEVELOPING AN EMERGENCY RESPONSE PLAN
BEST PRACTICES CHECKLIST

THIS BEST PRACTICE CHECKLIST PROVIDES AN OVERVIEW OF THE KEY COMPONENTS FOR AN EFFECTIVE EMERGENCY RESPONSE PLAN AND WAS DESIGNED TO HELP SPORTS & ENTERTAINMENT VENUES ASSESS HOW PREPARED THEY ARE TO RESPOND TO EMERGENCY SITUATIONS. IT IS RECOMMENDED THAT SPORTS & ENTERTAINMENT VENUES USE THIS CHECKLIST TO ASSESS THEIR EMERGENCY RESPONSE PLAN AND ADDRESS ANY WEAKNESSES OR GAPS.

EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE TEAM

1	An Emergency Response Team has been designated to coordinate activities in emergency situations that occur at the venue. *Note: As a best practice, the Emergency Response Team structure should be consistent with the National Incident Management System/Incident Command System (NIMS/ICS) program.*	Yes ☐ No ☐ N/A ☐
2	A team leader along with the appropriate chain of command has been established and is identified in the emergency response procedures.	Yes ☐ No ☐ N/A ☐
3	All designated personnel assigned to the Emergency Response Team have been assigned specific duties and responsibilities.	Yes ☐ No ☐ N/A ☐
4	A Public Information Officer or Media Spokesperson that is the official voice of the organization and is the main person for media contact has been identified.	Yes ☐ No ☐ N/A ☐
5	Alternate personnel have been identified to back-up each member of the Emergency Response Team.	Yes ☐ No ☐ N/A ☐

EMERGENCY RESPONSE WRITEN PLAN

1	Written emergency response plans include the Emergency Response Team chain-of-command, assigned roles of the team members, as well as policies and procedures to protect lives and property for emergency situations at the venue.	Yes ☐ No ☐ N/A ☐
2	The organization's emergency response plan meets OSHA 1910.38 standards and includes policies, protocols, and procedures for the following:	
	a. Evacuation/Shelter-in-Place/Relocation Plans to include the following: • Defined roles and responsibilities for staff members who will assist or lead evacuations, sheltering, or relocation activities • Disability Evacuation Plan (DEP) • Maps of evacuation routes, shelter-in-place locations, and relocation areas	Yes ☐ No ☐ N/A ☐
	b. Plan activation and emergency notification procedures to include the following: • Emergency Response Team • Emergency Response Agencies • Employees • Patrons • Stakeholders	Yes ☐ No ☐ N/A ☐

	c. Emergency response plans for the following scenarios: • Fire • Severe weather • Medical Emergencies • Utility Outage • Bomb Threat • Active Shooter • Hurricane *(where applicable)* • Earthquake *(where applicable)* Larger, high profile venues should also have emergency response plans for the following scenarios: • Improvised Explosive Device (IED) • Vehicle-Borne Improvised Explosive Device (VBIED) • Unmanned Aerial Systems (UAS) – *commonly referred to as drones* • Chemical, Biological, Radiological, Nuclear, and Explosives - (CBRNE)	Yes ☐ No ☐ N/A ☐
	d. Communication plans to include the following: • Who is authorized to speak on behalf of the organization in the event of an emergency or crisis situation? • Plans and procedures for media briefings • Plans for monitor and respond to social media	Yes ☐ No ☐ N/A ☐
3	The emergency response plan reviewed and updated: a. On an annual basis, b. When site changes occur at the facility; and c. Following an incident or emergency.	Yes ☐ No ☐ N/A ☐
4	A risk assessment to identify potential emergency scenarios has been performed prior to developing the emergency response plan. *Note: The first step when developing an emergency response plan is to conduct a risk assessment to identify high-priority hazards and potential emergency scenarios.* *A risk assessment answers the following questions:* a. *What hazards exist within or surrounding the venue?* b. *How frequently can they occur?* c. *How severe can their impact be on the organization's staff, patrons, infrastructure, finances, and reputation?* d. *Which hazards pose the overall greatest threat to the organization?* *From there, a full ranking of each hazard by both likelihood and consequence can be made, allowing organizations to better prepare their emergency response plans.*	Yes ☐ No ☐ N/A ☐
EMERGENCY RESPONSE EQUIPMENT AND BUILDING SERVICES		
1	Emergency notification and/or alarm systems to signal an evacuation are adequate and in proper working order.	Yes ☐ No ☐ N/A ☐
2	An adequate number of exit routes (i.e. exit access, exit, and exit discharge) are available. All exit routes are of adequate width (28" wide at all points), clearly marked, and unobstructed.	Yes ☐ No ☐ N/A ☐

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3	Exit routes are located as far away as practical from each other in case one is blocked by fire or smoke.	Yes ☐ No ☐ N/A ☐
4	Illuminated exit signs are clearly visible and are installed at all exit locations.	Yes ☐ No ☐ N/A ☐
5	The appropriate life safety equipment is in place and in proper working order:	
	a. Emergency lighting	Yes ☐ No ☐ N/A ☐
	b. Manual pull fire alarms	Yes ☐ No ☐ N/A ☐
	c. Audible/visual fire alarms	Yes ☐ No ☐ N/A ☐
	d. Overhead sprinklers	Yes ☐ No ☐ N/A ☐
	e. Fire standpipe system	Yes ☐ No ☐ N/A ☐
	f. Portable fire extinguishers	Yes ☐ No ☐ N/A ☐
	g. Exit signs (properly illuminated)	Yes ☐ No ☐ N/A ☐

EMERGENCY RESPONSE TRAINING AND DRILLS

1	All members of the Emergency Response Team, including their back-ups have been trained in their duties by a competent person familiar with OSHA 1910.38 standards and the NIMS/ICS program.	Yes ☐ No ☐ N/A ☐
2	The organization's designated media spokesperson(s) have gone through formal crisis communication training.	Yes ☐ No ☐ N/A ☐
3	Venue employees, contracted labor, and volunteer staff have gone through a formal training program relative to their duties and responsibilities in emergency situations at the venue in accordance with OSHA 1910.38 standards.	Yes ☐ No ☐ N/A ☐
4	Tabletop and/or live-action drills designed to practice plans and procedures contained in the emergency response plan are conducted on an annual basis.	Yes ☐ No ☐ N/A ☐
5	A debriefing and/or a lessons learned discussion is conducted following an incident or a drill.	Yes ☐ No ☐ N/A ☐

ADDITIONAL NOTES AND COMMENTS: