



# Checklist

## Emergency Response Team Checklist

A true emergency can happen at any time, at any place. How well you react to an emergency depends on how well prepared you are. Having an emergency response team (ERT) in place *before* an emergency occurs helps you stay cool and calm *during* an unexpected event.

A well-developed ERT includes members who carry out specific individual responsibilities, but who work together to minimize the potential property loss to a company. More importantly, your ERT helps a company recover from a loss with a minimum of damage and disruption.

There is no standard number of personnel who should serve on an ERT; rather, the decision should depend on the size and complexity of your company. But, there are certain functions that should be considered no matter how many employees you assign to your ERT.

This checklist guides you through those functions, as well as providing space for your roster and comments.

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**Sample Only:** Use this blank form as a guide in developing your own. This form focuses on fire-related functions because fire is one of the most frequent emergencies.

Retain this form as a permanent record of a site's emergency response team (ERT) status. It should be updated during each inspection.

Your Name	Date
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I. Administration	Yes	No
1. Is management interested in a general conservation program in basic property loss prevention, maintaining suitable fire protection, ERT, weekly inspection, prompt clearing of impairments, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are ERT duties in writing and available for ERT personnel?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does management recognize the need for, and make, adequate periodic checks of personnel for re-education? How often are checks made? _____	<input type="checkbox"/>	<input type="checkbox"/>
4. At mixed-tenant properties, is there clear understanding regarding ERT duties of building owner and tenant?	<input type="checkbox"/>	<input type="checkbox"/>

II. Personnel	Person In Charge Having Overall Responsibility For ERT			
	Name	Title		
		1st Shift	2nd Shift	3rd Shift
A. Person in direct charge of shift*	Regular			
	Alternate			
B. Name of sprinkler control person*	Regular			
	Alternate			
C. Name of notifier*	Regular			
	Alternate			
D. Name of fire pump operator*	Regular			
	Alternate			

\* Rather than a "Name," this may be a "Job" (e.g., shift supervisor).

III. Functions	Yes	No
<b>A. Does the person in charge for each shift understand the following:</b>		
1. Importance of making sure sprinkler valves are wide open?	<input type="checkbox"/>	<input type="checkbox"/>
2. Value of sprinkler protection for controlling fire?	<input type="checkbox"/>	<input type="checkbox"/>
3. Need to shut off sprinklers only when fire is fully under control?	<input type="checkbox"/>	<input type="checkbox"/>
4. Importance of restoring full protection promptly?	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. How often does ERT leader (for each shift):</b>		
Report to management? _____		
Review performance of sprinkler control person? _____		
Review performance of notifier? _____		
Review performance of pump operator? _____		
<b>C. Does sprinkler control person for each shift understand the following:</b>		
1. Need to try sprinkler control valve(s) for the affected system to make sure it is fully open when the alarm is sounded?	<input type="checkbox"/>	<input type="checkbox"/>
2. Importance of verifying the sprinkler control valve(s) are open and being ready to close the valve(s) when instructed by the ERT leader or fire chief per advance plan?	<input type="checkbox"/>	<input type="checkbox"/>
3. Value of being ready to re-open the closed valve(s) promptly if need develops?	<input type="checkbox"/>	<input type="checkbox"/>
4. Need for checking valve for fully open position, locking and making sure full-flow drain test protection is restored?	<input type="checkbox"/>	<input type="checkbox"/>



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Notes

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