

# THE 10-MINUTE EAP REALITY CHECK

Can your plan actually work when the alarm sounds?

A practical self-check for emergency action plan readiness - not a substitute for a regulatory compliance review.

**HOW TO USE IT** Answer each question based on how your facility operates today. Mark YES, NOT SURE, or NO. If you cannot confidently answer, mark NOT SURE.

| #  | KEY AREA              | REALITY-CHECK QUESTION                                                                                         | YES                      | NOT SURE                 | NO                       |
|----|-----------------------|----------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1  | HAZARDS               | Does our EAP reflect the emergencies that could realistically happen at our facility?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | NOTIFICATION          | Would employees, contractors, and visitors understand our emergency signals and what action to take?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | PROCEDURES            | Are immediate emergency actions simple enough to execute without stopping to read the plan?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | ROLES                 | Are critical emergency responsibilities clearly assigned?                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | BACKUPS               | Do critical roles have trained alternates and coverage across shifts and absences?                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | AUTHORITY             | Do assigned people understand the decisions they are authorized or expected to make?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | ACCOUNTABILITY        | Can we determine who is onsite and whether everyone is accounted for?                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | COMMUNICATION         | If our primary communication method fails, do we have a workable backup?                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | RESPONDER READINESS   | Can we quickly provide responders the access, contact, facility, and hazard information they may need from us? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | TESTING / IMPROVEMENT | Have we tested the plan recently enough to know the answers above are actually true?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## MOSTLY YES

Validate and maintain.

## SEVERAL NOT SURE

That's where to test.

## ANY CRITICAL NO

That's where to start.

## YOUR STARTING POINT

Don't try to fix everything tomorrow. Identify the gap that matters most and take one meaningful action.

MY PRIORITY GAP

MY FIRST ACTION

**BUILD IT. TEACH IT. TEST IT. IMPROVE IT.**

Building an Effective Emergency Action Plan | Professional conference takeaway