

Emergency Communication Plan Checklist

Use this checklist to review who communicates, who receives alerts, which channels are used, and what happens when the primary path fails.

01 Roles and authority

- ☐ Primary communications lead is assigned.
- ☐ Backup communications lead is assigned.
- ☐ Authority for evacuation, lockdown, shelter-in-place, closure, and all-clear messages is documented.

02 People and message groups

- ☐ Employee, leadership, visitor, contractor, family, parent, patient, or responder groups are identified as needed.
- ☐ Emergency contact lists are current.
- ☐ Targeted groups by building, shift, department, or location are documented.

03 Communication methods and backups

- ☐ Primary communication method is documented.
- ☐ Secondary and backup communication paths are documented.
- ☐ Cell, internet, Wi-Fi, and power outage scenarios have been considered.
- ☐ Manual procedures or alternate systems are documented when electronic methods are unavailable.

04 Radio planning

- ☐ Radio users and assigned channels are documented.
- ☐ Emergency all-call procedures are defined.
- ☐ Channel names and programming are consistent across the radio fleet.
- ☐ A method for communicating with outside responders is identified.

05 Messages, testing, and review

- ☐ Templates exist for evacuation, shelter in place, lockdown, severe weather, medical emergency, outage, closure, and all-clear messages.
- ☐ The plan has been tested through a drill.
- ☐ Communication equipment and backup methods were tested during the drill.
- ☐ Quarterly spot checks are scheduled for contact and plan details.
- ☐ A full annual review date is scheduled.

Planning reminder: A written plan is only part of the work. Test it, review what failed, and update it before the next emergency.