

**Exhibit A. Evacuation Checklist (sample)**

**On Duty Supervisor**

- \_\_\_\_\_ Off Duty Staff notified (Page group)
- \_\_\_\_\_ Priority Radio and MDT message
- \_\_\_\_\_ Phone Company Special Circuits (XXX) XXX-XXXX notify only
- \_\_\_\_\_ Radio Contractor (XXX) XXX-XXXX (Page Group)
- \_\_\_\_\_ ARES/RACES (Page Group)
- \_\_\_\_\_ Other County PSAPs
- \_\_\_\_\_ Local Emergency Management (such as municipal, county and/or parish)
- \_\_\_\_\_ State Emergency Management
- \_\_\_\_\_ Law Enforcement Terminal (Alt. Route to XXXXXXXX)
- \_\_\_\_\_ Remote Site Operational
- \_\_\_\_\_ Contingency route 9-1-1 and emergency lines
- \_\_\_\_\_ Relocate unassigned personnel
- \_\_\_\_\_ Account for personnel

**Director**

- \_\_\_\_\_ Commissioners/Staff Notified
- \_\_\_\_\_ Supervisors Checklist reviewed
- \_\_\_\_\_ Technician response
- \_\_\_\_\_ Administrative staff response
- \_\_\_\_\_ PIO response
- \_\_\_\_\_ Remote sites notified/staffed/operational
- \_\_\_\_\_ Radios/pagers tested
- \_\_\_\_\_ CLEAN terminal forwarded
- \_\_\_\_\_ Contingency call routing directed
- \_\_\_\_\_ Staff Accounted for and assigned

**Technical Manager**

- \_\_\_\_\_ Technical staff responding
- \_\_\_\_\_ Radio Techs responding
- \_\_\_\_\_ Phone Techs responding
- \_\_\_\_\_ Radios operational
- \_\_\_\_\_ Phones Operational
- \_\_\_\_\_ Pagers operational
- \_\_\_\_\_ Contingency routing directed (Director)

**Exhibit B. Return to Normal Operations Checklist (sample)**

**On Duty Supervisor**

- \_\_\_\_\_ Assign staff to return to Communications Center
- \_\_\_\_\_ Priority Radio canceled and MDT message
- \_\_\_\_\_ Phone Company Special Circuits (XXX) XXX-XXXX notify only
- \_\_\_\_\_ Radio Contractor (XXX) XXX-XXXX
- \_\_\_\_\_ ARES/RACES
- \_\_\_\_\_ Other County PSAPs
- \_\_\_\_\_ Local Emergency Management (such as municipal, county and/or parish)
- \_\_\_\_\_ State Emergency Management
- \_\_\_\_\_ Law Enforcement Terminal (Reverse Alt. Route to XXXXXXXX)
- \_\_\_\_\_ Cancel contingency routing of 9-1-1 and emergency lines
- \_\_\_\_\_ Release unassigned personnel
- \_\_\_\_\_ Account for on duty personnel

**Director**

- \_\_\_\_\_ Ensure safety of Communications Center
- \_\_\_\_\_ Technical Manager ensures system operational
- \_\_\_\_\_ Commissioners/Staff Notified
- \_\_\_\_\_ Supervisors Checklist reviewed
- \_\_\_\_\_ Communications Center notified/staffed/operational
- \_\_\_\_\_ Radios/pagers tested
- \_\_\_\_\_ Reverse Law Enforcement Terminal Alternate Routing
- \_\_\_\_\_ Cancel contingency call routing directed
- \_\_\_\_\_ Staff Accounted for and assigned or released
- \_\_\_\_\_ Remote site re-supplied and operational
- \_\_\_\_\_ After-action report completed

**Technical Manager**

- \_\_\_\_\_ All systems operational
- \_\_\_\_\_ Notify Director that Communications Center Operational
- \_\_\_\_\_ Release technicians

Above sample checklists are part of 53-001 NENA Communications Center/PSAO Disaster and Contingency Plans Model Recommendation standard, adopted 06/07/05