

SAVE YOURSELF FIRST

BUILDING EMERGENCY PREPAREDNESS ASSESSMENT

Is your building prepared for an emergency — or just compliant?

Most buildings have a plan.

Few are prepared when it matters.

Use this quick assessment to identify gaps in communication, roles, and real-world response.

RECOGNIZE

Do your occupants recognize an emergency?

- ☐ My occupants understand the difference between alarms and instructions
 - ☐ My occupants would act immediately, not hesitate
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RELOCATE

Do your occupants know what to do?

- ☐ My occupants understand when to stay vs evacuate
 - ☐ My occupants can properly use stairwells
 - ☐ My occupants are aware of those who may need assistance
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REPORT

Can your building communicate effectively during an emergency?

- ☐ Clear leadership is established during emergencies
 - ☐ Occupants know who to contact
 - ☐ My team is prepared to direct and inform
-

FOUNDATIONS OF TRUST

Would your occupants respond with clarity - or confusion?

- ☐ My occupants are familiar with procedures through practice, not just policy
 - ☐ Communication in my building is clear and consistent
 - ☐ Occupants trust direction from building staff during an emergency
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QUICK TEAM-ASSESSMENT

- ☐ My occupants know what to do without guidance
- ☐ My team is confident in their roles
- ☐ We actively prepare, not just maintain documentation
- ☐ We understand we may need assistance

If any of these are uncertain, your building has gaps.

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____ READINESS ACTION PLAN

What You're Doing Well

Biggest Opportunity for Improvement

What's Most Important Right Now?

First Action to Take

Target Completion Date _____

Who Needs to Be Involved?

- ☐ Property Management
- ☐ Engineering
- ☐ Security
- ☐ Ownership
- ☐ Tenants
- ☐ Fire Department/AHJ
- ☐ Other _____

Need help closing these gaps?



Preparedness isn't a document.
It's a practiced response.