Appendix S: Training Checklist on Emergency Preparedness

Durick Library Disaster Preparedness Plan
Library & Information Services
Saint Michael’s College

Training Checklist on Emergency Preparedness

Name: ____________________________________________________________

_____ Review the Durick Library Disaster Preparedness Plan with a member of the LIS Disaster Task Force. Point out Disaster Preparedness Plan on WWW and in relevant departments.

_____ Tour the building. Include the following locations:

_____ SMC Emergency Response charts
_____ Location and instruction of proper use of fire extinguishers
_____ Flashlights
_____ First Aid Kit
_____ Closet containing emergency supplies
_____ Emergency exits
_____ Fire alarm pull stations

_____ Explain how the PA, smoke alarm, and sprinkler system work

_____ Walk through an imaginary fire drill / evacuation drill

_____ Explain internal security system