

WEEK 4: HOW TO TEST YOUR PLAN

Now that you have your all-hazards plan in place, it is important to get everyone involved in testing your plan. Everyone from the most senior to the probationary member should participate in plan testing. Everyone is at risk during an emergency or disaster!

Information to consider when testing your plans:

- Post evacuation routes throughout the building. Practice evacuating through every route, and not just the primary entry/exit points.
- Establish a meeting point outside of the building for everyone to meet and check-in to ensure accountability of all staff.
- Test your communication plan whether it be via radio, phone, text, etc.
- Consider Mutual Aid Agreements and Memoranda of Understanding in the event a disaster strikes your County/City/area of service. Get these agencies involved in testing responses. Consider what is next if those agencies are inundated as well?
- What stakeholders need to be involved in testing of the plan?
- Always conduct an After Action Report on the plan to identify ways to improve and strengthen the plan for future events!



FEMA

Check Out:

bit.ly/FEMA-PREPAREDNESS



Check Out:

bit.ly/READY-BUSINESS



Where do you go?

For quick access to multiple resources for planning guidance, check out the Virginia Office of EMS' Emergency Operations page for links to Planning, Preparedness, and Continuity sites and documents!

Check out: bit.ly/OEMS-Preparedness



Information adapted from:
Ready.gov and FEMA.gov.

