

# **Checklist Regarding Basic Administrative and Emergency Procedures**

Instructions: Please indicate, "Yes" or "No", if your court has developed, procured, or implemented each of the following basic elements of the administrative and emergency procedures. If no, please elaborate in the comments section.

**Facility Name and Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Life Safety Kits for Each Facility**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments:

**2. Building Evacuation Plan**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments:

**3. Delegating of authority to safety officer to order building evacuation in branch facilities, if necessary**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments:

**4. Designation of medical emergency first responder**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments:

**5. Determination of local emergency medical resources**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments:

**6. Development of bomb threat policy**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments:

**7. Other Procedures**

\_\_\_\_\_Yes      \_\_\_\_\_No

Comments: