

Guidelines for Annual Update of Emergency Action Plans

- ☑ Are all telephone numbers correct and functional?

- ☑ Are the imminent failure and hazardous condition flow charts up to date with correct names and numbers?
Are all responsibilities identified?

- ☑ Are the names of local contractors and engineers verified for both accuracy and availability?

- ☑ Are all names and numbers in the telephone directory to be up to date and working?

- ☑ Is the distribution list current and have all appropriate representatives listed?

Last but not least:

- Add date of update
- Distribute the revised pages to all representatives listed on the distribution list.