EVACUATION QUICK REACTION CHECKLIST (QRC)

Steps	Action Complete	Actions Taken
1		Take Emergency Action Kit (Appendix N) and the Emergency Action Plan Handbook as you exit the building.
2		If time and safety permits, attempt to take the backup and/or hard drive storage media from the datacenter.
3		If time and safety permits, check the work areas to make sure everybody has exited.
4		Exit the building via the closest or safest exit route determined by the Plan Administrator or by building management/security.

EVACUATION QUICK REACTION CHECKLIST (QRC)

Steps	Action Complete	Actions Taken
5		After exiting the building, proceed immediately to the pre-determined assembly area to rejoin coworkers.
6		Upon arrival at the pre-determined assembly area, take a head count and identify anyone who is missing or injured.
7		Report any missing or injured individuals to the safety or rescue personnel as soon as possible.
8		[END OF CHECKLIST]

SHELTERING QUICK REACTION CHECKLIST (QRC)

Steps	Action Complete	Actions Taken
1		Take Emergency Action Kit (Appendix N), Emergency Action Plan Handbook and the **WEATHER RADIO**.
2		INSTRUCT STAFF NOT TO ATTEMPT TO LEAVE THE BUILDING - FOR ANY REASON!
3		Move as far away from windows and exterior walls as possible.
4		If time and safety permits, attempt to take the backup and/or hard drive storage media from the datacenter.

SHELTERING QUICK REACTION CHECKLIST (QRC)		
Steps	Action Complete	Actions Taken
5		If time and safety permits, check the work areas to make sure everyone has exited.
6		Meet at the pre-determined assembly area nearest to the center of the building.
7		Upon arrival at the pre-determined assembly area, take a head count and identify anyone who is missing or injured.
8		Report any missing or injured individuals to the safety or rescue personnel as soon as possible.

[CONTINUED FROM FRONT SIDE]