Assembly Area Supervisor Check-In Procedures and Tips

Following an evacuation, at a safe assembly area, supervisors should check in with staff.

If necessary, break down large departments into smaller accountability groups. Within each group, the highest ranking person should be identified as the group lead.

Staff may evacuate to multiple assembly areas or be separated.

When creating accountability groups, consider grouping 4 - 5 people with either similar office locations or similar on campus or hybrid schedules.

Exchange contact information. Create a group text message or establish a phone tree for emergency use only.

Alternatively, Microsoft Teams can be another emergency communication resource. Download the app to your smartphone. Create a message thread for emergency or accountability use only.

Ensure employees stay up-to-date in their calendars, inform you of changes, and share calendar details.

Following an evacuation, report any missing persons that you believe to be inside the building to first responders.

Sharing contact information is vital for staff accountability.

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