

Situational Awareness (SA) Manager Checklist

The purpose of this checklist is to assist you in gain the comfort and knowledge needed relating becoming situationally aware at your location.

As you are experiencing your onboarding process, here are the steps to follow:

Expected completion date is four (4) weeks from your start date.

1. Present this checklist to your supervisor/manager/director.
2. Walk through, discuss and ask questions about the areas to cover until you feel confident with the information provided.
3. Fill in the completion dates. (They do not all have to be done in the same day if time does not permit.)
4. When 100% complete both parties need to sign and date (you and your supervisor.
5. Upload the completed signed checklist back into MetroU.

Situational Awareness Manager's Check List		
Areas to Cover	Definitions and Examples	Completion Date
Emergency Action Plan Binder	Show the staff member where the binder can be located.	
Blind Spot	Any area in your view that is obstructed, or you cannot see around; IE corners, pillars,	
Fatal Funnel	An area with limited entry and/or exits; IE Hallway, stacks,	
Safe Room	A room you would go into during inclement weather or if there was an active threat.	
Emergency Exits	Exits that go outside of the building.	
Emergency Plans	Plans for specific emergencies. Fire, Tornado, Earthquake, Bomb Threat, Active Threat,	
Assembly / Muster Area(s)	A designated area out of the building, staff will move to in the event of the need for a building evacuation.	

1. The Manager will go over what a blind spot is and identify a few blind spots within their library.
2. The Manager will go over what a fatal funnel is and identify some fatal funnels with their library.
3. The Manager will show the employee any rooms designated as “Safe Rooms” for inclement weather and/or Active threat situations.
4. The Manager will identify and show the employee all emergency exits which go directly outside of the building.
5. The Manager will identify and show the employee where the Emergency Plans are located and ensure the employee reviews these plans.
6. The Manager will identify and show the employee where the designated Assembly / Muster area is located.

Staff Member Signature

Date

Manager Signature

Date