



## Retail Emergency Response Plan

Complete

Score	24 / 26 (92.31%)	Flagged items	2	Actions	1
Store/Branch Name	Super Minnesota Retail				
Store/Branch Location	8 S Broadway, Denver, CO 80209, USA (39.7163238, -104.9870098)				
Date of Inspection	01.09.2025 13:24 PST				
Auditor/Inspector Name	Noel Tillman				

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Retail Emergency Response Plan Checklist / Emergency Response Documentation

Is the comprehensive ERP available in both printed and digital formats?

No

To do | Priority: Medium | Due: 02.09.2025 10:00 PST | Created by: SafetyCulture Staff

Print the ERP document

Hi Norwich, please print the ERP document and distribute copies to all departments.

Retail Emergency Response Plan Checklist / Emergency Infrastructure Exits

Are fire extinguishers, alarms, and sprinklers inspected and serviced per regulations?

No

A broken sprinkler was found in the finance office. We will schedule when's the best time to fix it.




Photo 1

Other actions

0 actions

Retail Emergency Response Plan Checklist		2 flagged, 1 action, 23 / 25 (92%)
Emergency Response Documentation		1 flagged, 1 action, 3 / 4 (75%)
Does the Emergency Response Plan (ERP) cover all critical scenarios (fire, medical emergencies, natural disasters, security threats)?	Yes	
Is the ERP reviewed at least annually or after major incidents?	Yes	
Indicate the latest ERP review date.		30.07.2025
Is the ERP readily accessible to all staff in key areas (e.g., staff room, POS terminals, office)?	Yes	
Is the comprehensive ERP available in both printed and digital formats?	No	
To do   Priority: Medium   Due: 02.09.2025 10:00 PST   Created by: SafetyCulture Staff		
Print the ERP document		
Hi Norwich, please print the ERP document and distribute copies to all departments.		
Roles & Responsibilities		4 / 4 (100%)
Are staff roles during emergencies clearly assigned (first responders, evacuation wardens, communication leads)?	Yes	
Have all assigned personnel received specific training for their roles?	Yes	
Are role assignments displayed in visible areas (e.g., staff noticeboard, break room)?	Yes	
Are alternates designated in case primary role holders are absent?	Yes	
Training & Emergency Drills		4 / 4 (100%)
Are emergency drills (fire, evacuation, medical, security) conducted at least twice a year?	Yes	
Are weaknesses identified during drills documented and corrective actions tracked?	Yes	
Do new staff receive induction training on emergency response procedures within their first month?	Yes	
Are emergency refresher drills and trainings held for all staff	Yes	

annually?	
Emergency Infrastructure Exits	1 flagged, 4 / 5 (80%)
Are emergency exits clearly marked with illuminated signage and battery backup?	Yes
Are exits unobstructed and pathways kept clear at all times?	Yes
Are exit doors functioning properly (open easily, not locked/blocked)?	Yes
Are fire extinguishers, alarms, and sprinklers inspected and serviced per regulations?	No
A broken sprinkler was found in the finance office. We will schedule when's the best time to fix it.	
	
Photo 1	
Are first aid kits available, fully stocked, and inspected monthly?	Yes
Emergency Contact Information	4 / 4 (100%)
Is a current list of emergency contacts (fire, police, hospital, internal emergency leads) maintained?	Yes
Is the contact list posted in multiple accessible locations (break room, POS, manager's office)?	Yes
Are staff trained on where to access contact details during an emergency?	Yes
Is the contact list reviewed and updated quarterly to avoid outdated information?	Yes
Continuous Improvement & Oversight	4 / 4 (100%)
Are incidents, drills, and near misses formally reviewed and documented to capture lessons learned?	Yes
Are updates to the ERP documented with revision history?	Yes
Does senior management review ERP compliance and sign off annually?	Yes
Is there a process for collecting employee feedback on emergency preparedness?	Yes

Additional Comments

Please see attached file for detailed comments.  
[emergency response plan comments.pdf](#)

Overall Assessment

Compliant

Auditor Signature

Noel Tillman

Noel Tillman  
05.09.2025 13:30 PST

Supervisor Signature (if applicable)

## Media summary



Photo 1

## File summary

[emergency response plan comments.pdf](#)