

## Sample Checklist – Preparedness for Emergency

Emergency management planning is being prepared for events or incidents that stretch our ability to cope beyond our normal day-to-day capacity. The Checklist assists the organisation to be prepared in the event of an emergency.

<b>Communication</b>	
Employees notify the <b>[insert position]</b> if the media announce an alert regarding disaster or emergency situation. The <b>[insert position]</b> ensures monitoring of the media to judge the likely impact and responses required in a disaster or emergency situation.	<input type="checkbox"/>
Employees who work out of the office have a working mobile phone.	<input type="checkbox"/>
Employees have access to emergency telephone numbers, which are listed in all work mobile phones and in all offices and vehicles.	<input type="checkbox"/>
All offices have an emergency radio and phone, each of which has the capacity to operate without mains power.	<input type="checkbox"/>
<b>[organisation]</b> has capacity for its website to be used for day-to-day communication, if required.	<input type="checkbox"/>
<b>Organisational records</b>	
A full copy of organisational electronic records is kept off-site and secure.	<input type="checkbox"/>
<b>[organisation]</b> has capacity for staff to remotely access electronic records (from alternative worksites).	<input type="checkbox"/>
<b>Consumers</b>	
Consumer records are accurate and up-to-date.	<input type="checkbox"/>
Plans are prepared for the provision of essential consumer supports to be delivered with temporarily limited program capacity.	<input type="checkbox"/>
<b>Staff</b>	
Employee records are accurate and up-to-date.	<input type="checkbox"/>
Employees are multi-skilled and informed of broader consumer and operational issues.	<input type="checkbox"/>
Employees are offered vaccinations against Influenza, Diphtheria, Tetanus, Hepatitis A & B and other relevant contagious conditions.	<input type="checkbox"/>
<b>First aid</b>	
All offices have first aid facilities and a trained first aid officer.	<input type="checkbox"/>
All vehicles have first aid kits.	<input type="checkbox"/>
<b>Emergency and avacuation plans</b>	
Emergency plan is developed and current	<input type="checkbox"/>
Evacuation plan is displayed in all offices and known by all staff.	<input type="checkbox"/>
<b>Checklist completed</b>	
Completed by (name and position)	
Signature and date	