

[insert organisation name/logo]

Emergency Situation Checklist

Disaster and 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 or disaster.

Communication	
Employees notify the [insert position] if the media announce an alert regarding disaster or emergency situation. The [insert position] 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"/>
[insert organisation name] has capacity for its website to be used for day-to-day communication, if required.	<input type="checkbox"/>
Organisational records	
A full copy of organisational electronic records is kept off-site and secure.	<input type="checkbox"/>
[insert organisation name] has capacity for staff to remotely access electronic records (from alternative worksites).	<input type="checkbox"/>
Consumers	
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"/>
Staff	
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"/>
First aid	
All offices have first aid facilities and a trained first aid officer.	<input type="checkbox"/>
All vehicles have first aid kits.	<input type="checkbox"/>
Emergency and avacuation plans	
Emergency plan is developed and current	<input type="checkbox"/>
Evacuation plan is displayed in all offices and known by all staff.	<input type="checkbox"/>

Checklist completed

Completed by (name and position)

Signature and date