



EMERGENCY PREPAREDNESS CHECKLIST

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We have a current, written emergency management plan

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Our plan has been reviewed or updated in the past 12 months

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We have completed a risk assessment which considers threats such as fire, flood, power outages and staff shortages

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All staff receive regular training and emergency drills are conducted to test our plan and build confidence

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Staff understand their individual responsibility during an emergency, and clear roles have been assigned and communicated

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We have a clear and accessible process for communicating with staff, clients, and families before, during, and after an emergency

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We have a plan to continue essential services or quickly resume operations if our primary site or systems are impacted

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Our plan is disability inclusive, considering people with mobility, sensory, or cognitive needs.

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We have processes to support staff wellbeing and debriefing following critical incidents

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We have a record of all training, drills, and reviews, and use these to continuously improve our emergency management approach