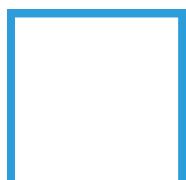
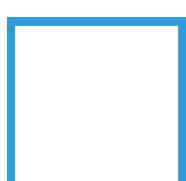




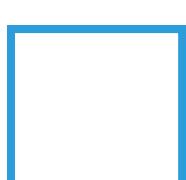
## EMERGENCY PREPAREDNESS CHECKLIST



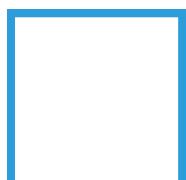
We have a current, written emergency management plan



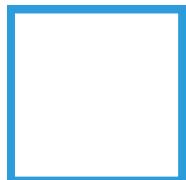
Our plan has been reviewed or updated in the past 12 months



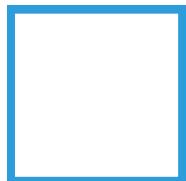
We have completed a risk assessment which considers threats such as fire, flood, power outages and staff shortages



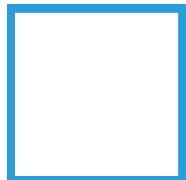
All staff receive regular training and emergency drills are conducted to test our plan and build confidence



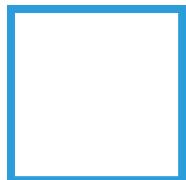
Staff understand their individual responsibility during an emergency, and clear roles have been assigned and communicated



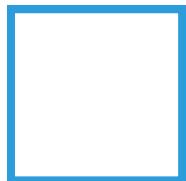
We have a clear and accessible process for communicating with staff, clients, and families before, during, and after an emergency



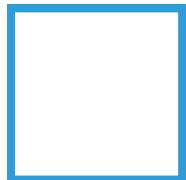
We have a plan to continue essential services or quickly resume operations if our primary site or systems are impacted



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



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



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