



Emergency Management Programs Efficiency Checklist

Organization	
Completed By	
Date	

1. Current Emergency Response Procedures

NIMS/ICS Implementation

- ☐ All team members trained in appropriate NIMS/ICS levels for their roles
- ☐ Clear command structure established following ICS principles
- ☐ Position-specific checklists available for all ICS roles
- ☐ Process for regular review/updates of ICS protocols
- ☐ Transfer-of-command procedures documented and practiced

Continuity of Operations Planning

- ☐ Updated Continuity of Operations Plan (COOP) in place
- ☐ Essential functions identified and prioritized
- ☐ Succession plans and delegations of authority documented
- ☐ Regular testing of COOP
- ☐ Alternate facilities identified and equipped

2. Communication Efficiency

Internal Communication

- ☐ Standardized format for situation reports
- ☐ Redundant communication channels (primary/secondary/tertiary)
- ☐ Regular information sharing among sections
- ☐ Templates prepared for common needs
- ☐ System to track information requests/responses

External/Public Communication

- ☐ Joint Information Center (JIC) activation protocol
- ☐ Pre-approved message templates available
- ☐ Process for message approval and distribution
- ☐ Social media protocols for emergencies
- ☐ Mechanism to monitor public information needs/concerns
- ☐ Translation services available

3. Resource Allocation & Management

Resource Tracking

- ☐ Standardized system for resource requests
- ☐ Process for prioritizing competing needs
- ☐ Resource typing and credentialing in place
- ☐ Mechanism to track resource deployment/status
- ☐ Mutual aid agreements documented/current

Financial Tracking

- ☐ Emergency procurement procedures in place
- ☐ System for tracking emergency-related expenses
- ☐ Staff trained on reimbursement documentation requirements
- ☐ Regular financial situation reporting
- ☐ Pre-disaster contracts/agreements in place

4. Team Coordination & Role Clarity

Role Clarity

- ☐ Position descriptions for emergency roles
- ☐ Position-specific job aids available
- ☐ Just-in-time training for surge staff
- ☐ Cross-training for critical positions
- ☐ Mechanism to address role confusion

Team Efficiency

- ☐ Operational periods with clear objectives
- ☐ Standardized briefing format/schedule
- ☐ Documented decision-making authorities
- ☐ Conflict resolution process during operations
- ☐ Team wellness/fatigue management protocols

5. Technology Integration & Documentation

Technology Systems


- ☐ Emergency management software updated/accessible
- ☐ Redundancy in critical technology systems
- ☐ Staff trained on emergency technology platforms
- ☐ Troubleshooting process for tech issues
- ☐ Manual backup procedures documented

Documentation Standards

- ☐ Standardized forms/templates readily available
- ☐ System for document version control
- ☐ Documentation retention requirements understood
- ☐ After-action documentation process
- ☐ Lessons learned systematically captured/incorporated

Notes & Action Items

Instructions:

- Place a check () next to each item completed or in place.
- Use the Notes section to record observations, gaps, or action items.

Get help with your next project or workshop at www.trachselconsulting.com