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 and in the event of an emergency or disaster.

***Note\****

*This template has been developed to meet the needs of a diverse range of services and includes items for consideration.*

***Not all content will be relevant to your service.******Organisations are encouraged to edit, add and delete content to ensure relevancy.***

*All notes (like this one) should be considered and deleted before finalising the document.*

*\*Please delete note before finalising this checklist.*

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| **Communication** |
| Employees notify the WHS Representative if the media announce an alert regarding disaster or emergency situation. The WHS Representative ensures monitoring of the media to judge the likely impact and responses required in a disaster or emergency situation.  | [ ]  |
| Employees who work out of the office have a working mobile phone. | [ ]  |
| Employees have access to emergency telephone numbers, which are listed in workmobile phones, offices and vehicles. | [ ]  |
| All offices have an emergency radio and phone, each of which has the capacity to operate without mains power. | [ ]  |
| **[Organisation name]** has capacity for emergency communications to be updated on its website, if required.  | [ ]  |
| **Organisational records** |
| A full copy of organisational electronic records is kept off-site and secure. | [ ]  |
| **[Organisation name]** has capacity for staff to remotely access electronic records (from alternative worksites). | [ ]  |
| **Staff** |
| Employee records are accurate and up-to-date. | [ ]  |
| Employees are multi-skilled and informed of broader client and operational issues. | [ ]  |
| **First aid** |
| Alloffices have first aid facilities and a trained first aid officer.  | [ ]  |
| All vehicles have first aid kits. | [ ]  |
| **Emergency and evacuation plans** |
| Emergency plan is developed and current | [ ]  |
| Evacuation plan is displayed in all offices and known by all staff. | [ ]  |

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| **Checklist completed** |
| Completed by (name and position) |  |
| Signature and date |  |