

Monitoring and reviewing emergency plans

Speed read

- Emergency plans need ongoing monitoring and review to reflect changes, find opportunities for improvement and include lessons learned.
- An emergency plan should say who is responsible for its review.
- Record changes to an emergency plan in an amendment register.

Key points

Reviewing an emergency plan can be triggered by:

- review cycles
- changing risks
- changing community vulnerability and strengths
- evolving community expectations
- new technologies
- new and emerging entities
- new legislation
- entity changes in staffing and resources
- lessons learned from implementing the emergency plan in an exercise or event
- lessons learned from other emergency events.

Debriefs and after-action reviews are useful tools to review an emergency plan. They collect stories and experiences from people involved in an event. This information can be used for the lessons management step of the emergency planning process.

Exercises can be used to monitor and review the effectiveness of an emergency plan. They can:

- test the capability and capacity of those with a role in the emergency plan
- identify opportunities to improve an emergency plan
- validate that an emergency plan has stayed relevant and met the changing needs of stakeholders.

Take action

- Use the [Emergency Planning Handbook companion document: Checklist to review an emergency plan \(bit.ly/em-planning\)](https://bit.ly/em-planning)
- Use the [National Disaster Recovery Monitoring and Evaluation Framework and Database \(bit.ly/national-recovery-monitoring-and-evaluation\)](https://bit.ly/national-recovery-monitoring-and-evaluation)

More information

- [Emergency Planning Handbook](#) (AIDR 2020)
- [Emergency Planning Collection](#)
- [Lessons Management Handbook](#) (AIDR 2019)
- [Managing Exercises Handbook](#) (AIDR 2017)