

## 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.

# Quick Guide



Australian Government  
National Emergency  
Management Agency



Australian Institute for  
Disaster Resilience

## 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)