



Checklist to review an emergency plan

This checklist relates to *Emergency Planning* (AIDR 2020). The following questions can assist in the review of an emergency plan. Not all questions are relevant to all emergency plans.

Has consultation occurred with entities in the plan?

Are community preparedness requirements and responsibilities detailed?

Has the plan been authorised?

Are public education / community engagement responsibilities detailed?

Does the plan, or elements of the plan, require a security classification?

Are plan activation and scheduling requirements listed?

Is the responsibility for ownership and maintenance of the plan clearly stated?

Are response arrangements listed?

Are planning assumptions included?

Are emergency control and coordination facilities listed?

Is the scope of the plan included?

Are public information and warnings arrangements detailed?

Have any interfaces with other plans or frameworks been identified and addressed?

Are evacuation management arrangements detailed?

Are leadership and network structures detailed?

Are information management arrangements detailed?

Are entity roles and responsibilities listed?

Are relief arrangements detailed?

Are financial management arrangements detailed?

Are recovery management arrangements detailed?

Are communication systems listed?

Is the plan distribution list recorded?

Is resource capability and capacity listed?

Is the plan accessible to users and their business continuity arrangements?

Are prevention and mitigation requirements and responsibilities detailed?

Attribution

Where material from this publication is used for any purpose, it is to be attributed to the developer as follows:
Source: Emergency Planning: Checklist to review an emergency plan (AIDR 2020).

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