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## NATIONAL

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Model National Operations Readiness Checklist

For use by National Agencies, Departments and Ministries

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Insert Date

Insert Company Name

Insert Name of Owner

**(DRAFT) NATIONAL OPERATIONS READINESS CHECKLIST**

**Name of Checker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Serial** | **Activities/Actions to be Completed** | **Date to be Completed** | **Responsibility** | **Completed** | | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No** |
|  | **CDM Legislation** **enacted and available in office and located in a central area:** |  |  |  |  |  |
| 1. Regulations for Legislation approved and available |  |  |  |  |  |
| 1. Staff is aware of legislation 2. Other Agreements and MOUs circulated |  |  |  |  |  |
|  | **Comprehensive Disaster Management Policy is adapted and circulated:** |  |  |  |  |  |
|  | **CDM Plans** **available for all staff and located in a central area:** |  |  |  |  |  |
|  | **Disaster Management Plans Reviewed and Tested annually:** |  |  |  |  |  |
| 1. Basic Disaster Management Plan updated |  |  |  |  |  |
| 1. Functional Annexes |  |  |  |  |  |
| * Earthquake Plan updated |  |  |  |  |  |
| * Hurricane Plan updated |  |  |  |  |  |
| * Tsunami Plan updated |  |  |  |  |  |
| * Floods Plan updated |  |  |  |  |  |
| * Fires Plan updated |  |  |  |  |  |
| 1. Specialized Plans updated |  |  |  |  |  |
| * Oil Spill Plan |  |  |  |  |  |
| * Biological (ZICA, H1N1, Ebola etc.) Plan |  |  |  |  |  |
| * Hazmat Plan |  |  |  |  |  |
| * Emergency Telecommunications Plan |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Standard Operating Procedures available and located in a central area:** |  |  |  |  |  |
|  | **Standard Operating Procedures updated annually**: |  |  |  |  |  |
| 1. National EOC SOPs |  |  |  |  |  |
| 1. Other EOC SOPs |  |  |  |  |  |
| 1. Damage Assessment and Needs Assessment |  |  |  |  |  |
| 1. Search and Rescue |  |  |  |  |  |
| 1. Staff Contact List updated |  |  |  |  |  |
| 1. Key Ministries/Departments/Agencies contact list updated |  |  |  |  |  |
| 1. Incident Command System |  |  |  |  |  |
|  | **Protocols updated and circulated (Including CDEMA Protocols for the RRM):** |  |  |  |  |  |
| 1. Tsunami response Protocols |  |  |  |  |  |
| 1. Warehouse Management/Logistics Protocols |  |  |  |  |  |
| 1. Financial Protocols (for funding response teams) |  |  |  |  |  |
| 1. Emergency Communications Protocols 2. Reporting Protocols |  |  |  |  |  |
|  | **Work Programme approved being used by staff and located in a central area:** |  |  |  |  |  |
|  | **Training planned for all staff and Emergency Response Teams:** |  |  |  |  |  |
| 1. Staff Training is being planned |  |  |  |  |  |
| 1. Orientation of new staff is being carried out |  |  |  |  |  |
| 1. Response Teams trained: |  |  |  |  |  |
| * Search and Rescue team trained |  |  |  |  |  |
| * Community Emergency Response Teams (CERT) trained |  |  |  |  |  |
| * DANA Team trained |  |  |  |  |  |
| 1. Training in Communication/Information Management/Media carried out |  |  |  |  |  |
| 1. Emergency Communications Training done |  |  |  |  |  |
|  | **Welfare and Administrative arrangements for staff and Emergency Response Teams:** |  |  |  |  |  |
| 1. First Aid Certification completed (every 2 years) |  |  |  |  |  |
| 1. Staff Insurance updated quarterly |  |  |  |  |  |
| 1. Data of trained staff updated quarterly |  |  |  |  |  |
|  | **Facility is inspected annually by expert teams in accordance with government protocols:** |  |  |  |  |  |
| 1. Facility Insurance Checked quarterly and found to be current |  |  |  |  |  |
| 1. Buildings and annexes are inspected and repaired |  |  |  |  |  |
| 1. Hurricane Shutters and straps are inspected and serviceable |  |  |  |  |  |
| 1. Warehouse is inspected and organized in accordance with protocols |  |  |  |  |  |
| 1. Fire Extinguishers Inspected and recharged |  |  |  |  |  |
| 1. Stand By Generator Inspected monthly |  |  |  |  |  |
| 1. Emergency Generators checked and functional |  |  |  |  |  |
| 1. Emergency response kit & Equipment checked and serviceable (Chain saws, power tools etc.) |  |  |  |  |  |
| 1. Vehicles are serviced and functional |  |  |  |  |  |
| 1. Boats are serviced and functional |  |  |  |  |  |
|  | **Comprehensive Exercise Programme developed and circulated:** |  |  |  |  |  |
| 1. Fire Drills completed quarterly |  |  |  |  |  |
| 1. Evacuation Drills completed quarterly |  |  |  |  |  |
| 1. Orientation Seminar Carried out annually to update staff on plans and procedures |  |  |  |  |  |
| 1. Table-Top Exercise to test response functions carried out annually |  |  |  |  |  |
| 1. Functional Exercise to test response functions carried out annually |  |  |  |  |  |
| 1. Training on specialized kit and equipment carried out quarterly |  |  |  |  |  |
|  | **After Action Reviews (AAR) carried out in accordance with CDEMA Protocols:** |  |  |  |  |  |
| 1. After Action Reviews carried out Post-Disaster Exercises |  |  |  |  |  |
| 1. After Action Reviews carried out Post-Disaster Events |  |  |  |  |  |
|  | **Emergency Communications kit and equipment inspected and functional:** |  |  |  |  |  |
| 1. National Telecommunications Plan reviewed |  |  |  |  |  |
| 1. Message Forms updated |  |  |  |  |  |
| 1. HF Radios and Accessories functional |  |  |  |  |  |
| 1. VHF Radios and Accessories functional |  |  |  |  |  |
| 1. BGAN and Accessories functional (with minutes) |  |  |  |  |  |
| 1. Deployment Packs |  |  |  |  |  |
|  | **Reporting is being done in accordance with Protocols:** |  |  |  |  |  |
| 1. Missions Reports submitted and filed |  |  |  |  |  |
| * **(List key Mission Reports [TAC?])** |  |  |  |  |  |
| * **(List key Mission Reports [CDM Conf])** |  |  |  |  |  |
| 1. AAR Reports submitted and filed |  |  |  |  |  |
| * **(List Events AAR reports [Hurricane?])** |  |  |  |  |  |
| * **(List Events AAR reports)** |  |  |  |  |  |
| * **(List Exercises AAR reports)** |  |  |  |  |  |
| * **(List Exercises AAR reports)** |  |  |  |  |  |
| 1. Training Reports Submitted and filed |  |  |  |  |  |
| * **(List Key Training reports)** |  |  |  |  |  |
| * **(List Key Training reports)** |  |  |  |  |  |
| 1. Annual Report completed, circulated and filed |  |  |  |  |  |
|  | **Any other Matters** |  |  |  |  |  |