## INSERT

## NATIONAL

## LOGO

## HERE

Model National Operations Readiness Checklist

For use by National Agencies, Departments and Ministries

## INSERT

## PHOTO

## OF HQ

## HERE

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** |  |  |  |  |  |