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# 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 Inspector: \_\_\_\_\_ Date Completed \_\_\_\_\_

Serial	Activities/Actions to be Completed	Completed		Responsibility	Date to be Completed	Remarks
		Yes	No			
1.	<b>CDM Legislation enacted and available in office and located in a central area:</b>					
	a. Regulations for Legislation approved and available					
	b. Staff is aware of legislation					
	c. Other Agreements and MOUs circulated					
2.	<b>Comprehensive Disaster Management Policy is adapted and circulated:</b>					
3.	<b>CDM Plans available for all staff and located in a central area:</b>					
4.	<b>Disaster Management Plans Reviewed and Tested annually:</b>					
	a. Basic Disaster Management Plan updated					
	b. Functional Annexes					
	- Earthquake Plan updated					
	- Hurricane Plan updated					
	- Tsunami Plan updated					
	- Floods Plan updated					
	- Fires Plan updated					
	c. Specialized Plans updated					
	- Oil Spill Plan					
	- Biological (ZICA, H1N1, Ebola etc.) Plan					
	- Hazmat Plan					
	- Emergency Telecommunications Plan					
5.	<b>Standard Operating Procedures available and located in a central area:</b>					
6.	<b>Standard Operating Procedures updated annually:</b>					
	a. National EOC SOPs					
	b. Other EOC SOPs					
	c. Damage Assessment and Needs Assessment					
	d. Search and Rescue					
	e. Staff Contact List updated					
	f. Key Ministries/Departments/Agencies contact list updated					

Serial	Activities/Actions to be Completed	Completed		Responsibility	Date to be Completed	Remarks
		Yes	No			
	g. Incident Command System					
7.	<b>Protocols updated and circulated (Including CDEMA Protocols for the RRM):</b>					
	a. Tsunami response Protocols					
	b. Warehouse Management/Logistics Protocols					
	c. Financial Protocols (for funding response teams)					
	d. Emergency Communications Protocols					
	e. Reporting Protocols					
8.	<b>Work Programme approved being used by staff and located in a central area:</b>					
9.	<b>Training planned for all staff and Emergency Response Teams:</b>					
	a. Staff Training is being planned					
	b. Orientation of new staff is being carried out					
	c. Response Teams trained:					
	d. Search and Rescue team trained					
	e. Communication/Information Management/Media Training done					
	f. Emergency Communications Training done					
	g. Community Emergency Response Teams (CERT) trained					
	h. First Aid Certification completed (every 2 years)					
	i. Staff Insurance updated quarterly					
	j. Data of trained staff updated quarterly					
10.	<b>Facility is inspected annually by expert teams in accordance with government protocols:</b>					
	a. Facility Insurance Checked quarterly and found to be current					
	b. Buildings and annexes are inspected and repaired					
	c. Hurricane Shutters and straps are inspected and serviceable					
	d. Warehouse is inspected and organized in accordance with protocols					
	e. Fire Extinguishers Inspected and recharged					
	f. Stand By Generator Inspected monthly					
	g. Emergency Generators checked and functional					
	h. Emergency response kit & Equipment checked and serviceable (Chain saws, power tools etc.)					
	i. Vehicles are serviced and functional					
	j. Boats are serviced and functional					
11.	<b>Comprehensive Exercise Programme developed and circulated:</b>					
	a. Fire Drills completed quarterly					

Serial	Activities/Actions to be Completed	Completed		Responsibility	Date to be Completed	Remarks
		Yes	No			
	b. Evacuation Drills completed quarterly					
	c. Orientation Seminar Carried out annually to update staff on plans and procedures					
	d. Table-Top Exercise to test response functions carried out annually					
	e. Functional Exercise to test response functions carried out annually					
	f. Training on specialized kit and equipment carried out quarterly					
12.	<b>After Action Reviews (AAR) carried out in accordance with CDEMA Protocols:</b>					
	a. After Action Reviews carried out Post-Disaster Exercises					
	b. After Action Reviews carried out Post-Disaster Events					
13.	<b>Emergency Communications kit and equipment inspected and functional:</b>					
	a. National Telecommunications Plan reviewed					
	b. Message Forms updated					
	c. HF Radios and Accessories functional					
	d. VHF Radios and Accessories functional					
	e. BGAN and Accessories functional (with minutes)					
	f. Deployment Packs					
14.	<b>Reporting is being done in accordance with Protocols:</b>					
	a. Missions Reports submitted and filed					
	- (List key Mission Reports [TAC?])					
	- (List key Mission Reports [CDM Conf])					
	b. AAR Reports submitted and filed					
	- (List Events AAR reports [Hurricane?])					
	- (List Events AAR reports)					
	- (List Exercises AAR reports)					
	- (List Exercises AAR reports)					
	c. Training Reports Submitted and filed					
	- (List Key Training reports)					
	- (List Key Training reports)					
	d. Annual Report completed, circulated and filed					

