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EMERGENCY PREPAREDNESS SELF EVALUATION CHECK LIST

This check list has been designed to assist you to evaluate how prepared you are to cope with emergencies.

All answers are YES / NO choice.

The action section is to state what action is being taken or what action must be taken to reach the required standard.

BE CANDID !!

GENERAL PLANNING:

1) KEY PERSONNEL

				ACTION
1	Is an emergency controller appointed in writing?	YES	NO	
2	Has the necessary authority been delegated to the Emergency Controller?	YES	NO	
3	Are at least two Deputy Emergency Controllers appointed in writing?	YES	NO	
4	Has a media spokesman been appointed?	YES	NO	
5	Has an emergency committee been appointed in writing?	YES	NO	
6	Have the responsibilities of each member of the emergency committee been clearly defined?	YES	NO	
7	Are all current home and work numbers of Key staff readily available.	YES	NO	
8	Are appointed alternates available for all Key personnel.	YES	NO	

2) RISK EVALUATION

				ACTION
1	Have all possible disasters and their consequences been recorded?	YES	NO	
2	Have all risks been recorded?	YES	NO	

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3) KEY AREAS

				ACTION
1	Are accurate staff health records kept including entry and exit medicals?	YES	NO	
2	Do you have written procedures for the safety of records during emergencies?	YES	NO	
3	Do you have written procedures for the safety of money during emergencies?	YES	NO	
4	Does the switchboard operator have procedures for emergency service contact?	YES	NO	
5	Is the switchboard operator trained to handle Press, Public and Official Calls during emergencies?	YES	NO	

4) CONTINGENCY PLANS

				ACTION:
1	Have contingency plans been prepared for all identified emergencies?	YES	NO	
2	Does your emergency plan tie in with the Local Authority plan?	YES	NO	
3	Does Civil Defence have a current copy of your emergency plan?	YES	NO	
4	Is the emergency plan suitably compiled and stored?	YES	NO	
5	Are there sufficient plans for all Key staff?	YES	NO	
6	Are plans reviewed at least once a year?	YES	NO	
7	Do plans cater for recovery and salvage?	YES	NO	
8	Does the plan indicate who must be contacted, e.g. S.A.P., Insurance, Factory Inspector, etc. before salvage begins?	YES	NO	
9	Does the plan provide for a de-brief?	YES	NO	

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5) EMERGENCY CONTROL ROOM

				ACTION
1	Are communications inside and outside adequate?	YES	NO	
2	Are alternate communications available?	YES	NO	
3	Is sufficient data available, in the control room, for decisions to be made?	YES	NO	
4	Are sufficient detail site plans available?	YES	NO	
5	Can the control room accommodate the disaster team?	YES	NO	
6	Are Toilets, Kitchens, etc. readily available to the control room?	YES	NO	
7	Are up to date lists of resources kept in the control room?	YES	NO	
8	Is the control room relatively secure?	YES	NO	
9	Does the firm have a procedure for emergency purchases?	YES	NO	

6) MANAGEMENT

				ACTION
1	Is emergency planning company policy?	YES	NO	
2	Are management committed to this policy?	YES	NO	
3	Are management trained to deal with emergencies?	YES	NO	
4	Are sufficient experts available to give advice?	YES	NO	

7) STAFF

				ACTION
1	Does emergency procedures form part of induction training?	YES	NO	
2	Do staff receive regular training in emergency procedures?	YES	NO	
3	Do staff have comprehensive job descriptions, including emergency procedures?	YES	NO	
4	Do control staff hold the required certificates of competency?	YES	NO	
5	Do procedures cater for Key staff being absent?	YES	NO	
6	Is supervision adequate?	YES	NO	

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7) STAFF [continued]

				ACTION
7	Is there good up down communication with regard to emergency planning?	YES	NO	
8	Are trained proto teams available at all times?	YES	NO	
9	Are Key staff easily identified in their emergency role, e.g. Hard Hat Colour?	YES	NO	

8) PLANT DESIGN AND LAYOUT

				ACTION
1	Is plant design in accordance with required standards?	YES	NO	
2	Are alterations also to standard?	YES	NO	
3	Is maintenance carried out to a set programme?	YES	NO	
4	Are tests carried out at the required intervals?	YES	NO	
5	Are all signs clear and unambiguous and in accordance with standards?	YES	NO	
6	Do all instruments meet required standards?	YES	NO	
7	Are the correct tools available to do the job?	YES	NO	
8	Does the firm practice ergonomics?	YES	NO	

9) SAFETY vs PRODUCTION

				ACTION
1	Can conflict arise between production and safety?	YES	NO	
2	Are staff competent to assess dangers?	YES	NO	
3	Are adequate means to combat dangers available?	YES	NO	
4	Are written standard operating procedures available for all complex operations?	YES	NO	
5	Are standard working procedures available for all similar functions?	YES	NO	
6	Have adequate steps been taken to eliminate risks?	YES	NO	
7	Are safety devices safe from "BY PASS"?	YES	NO	

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10) *PROBLEM INVESTIGATIONS*

				<i>ACTION</i>
1	Are all near misses investigated, corrected and documented?	YES	NO	
2	Do procedures exist for correcting all identified problems?	YES	NO	
3	Are staff encouraged to report ALL accidents?	YES	NO	

11) *THE COMMUNITY*

				<i>ACTION</i>
1	Is there regular communication with the community?	YES	NO	

12) *POWER SUPPLY*

				<i>ACTION</i>
1	Does the plant have sufficient emergency power to maintain critical operations?	YES	NO	
2	Does your Data Base have an U.P.S.?	YES	NO	

13) *EVALUATIONS*

				<i>ACTION</i>
1	Are exercises held at least twice a year?	YES	NO	
2	Are exercises analysed to identify and correct problems?	YES	NO	