

EMERGENCY DISASTER PREPAREDNESS PLAN – READINESS CHECKLIST

KEY ELEMENT/ FOCUS AREA	YES	NO	Individual Or Team Responsible	Est. Completion Date	COMMENTS
<u>I. Infection Control (IC) Surveillance</u>					
Surveillance / Control System in place for the early detection of terrorist events / other epidemics which includes the following:					
A. Identification of flu-like illnesses, rashes, unusual symptoms & syndrome “clustering”					
B. Rapid reporting mechanisms internally AND to local/state DOH, or as directed					
C. Required use of Standard Precautions as baseline infection control practice					
D. Defined Isolation Precaution Levels and the proper use of PPE at all levels					
<u>II. Communications</u>					
A. Table of Organization is current and accurate; is used to define lines of authority and includes reporting mechanisms					
B. Staff Notification Tree lists <u>All</u> personnel / Volunteers; includes telephone & cell phone #, home address					
C. Three Level Patient Classification System is defined in writing					
D. Each patient’s classification level is reviewed at least weekly to ensure accuracy					
E. Current, complete patient roster (name, address, telephone #, classification) is maintained and accessible within 15 minutes of request					
F. Backup communication systems are clearly identified and prioritized, including:					
1. Cell phone / beeper					
2. Palm Pilot / GPS system					

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<u>II. Communications (cont.)</u>					
3. Walkie-Talkie / CB radio					
4. Local Media – Station(s) identified; phone number listed; emergency announcement prepared and included in Plan					
G. Off-site assembly location(s) identified; Reassembly procedure is clearly defined					
H. Off-site Command Center is identified; reassembly procedure is clearly defined					
I. Off-site Emergency Communications Center is identified (Fire Station, Town Hall, et.)					
J. In-House Alerting System is place; includes process to account for all staff members (5 min. in-house; 15 min. field)					
K. Process in place linking with Local Emergency Management Teams/Centers					
L. Process in place linking with local health care facilities					
M. Process in place linking with local / state DOH officials					
N. Current Emergency Disaster Resource List (including name/tele.#) readily accessible					
<u>III. Activation / Response</u>					
A. Emergency Plan Activation Staging system is utilized; All 4 components are defined as they apply to the agency					
B. Special Occurrence Protocols are defined; and include activation/response processes					
1. Weather Related (snow, ice, drought, storm)					
2. Natural Disasters (tornado, hurricane, flood)					