PIM Readiness Checklist

This checklist is:

* for use by CDEM personnel responsible for preparing for PIM before an event occurs
* completed as part of readiness
* intended to be amended to reflect actual processes used by the PIM team
* intended to have text with green highlights replaced with the required information, and yellow highlights deleted

References are to sections in the *Public Information Management Director’s Guideline*.

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| **Gathering information**  | (see section 3.1 Gathering information) |

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| **Contact database tasks:** |
| database has been set up |  |
| database is accessible to all potential members of a PIM team during an event |  |
| database is updated every 3 months, any hard copies reissued, and users informed |  |
| appropriate email groups have been set up |  |
| database includes people or organisations identified by people who carry out other roles in local authorities |  |
| **Database includes:** (\* indicates local and national contact details are required) |
| National PIM Manager |  | Fire Service \* |  |
| nearby CDEM Groups |  | Ambulance\* |  |
| local CDEM roles that work with PIM (see 3.1.1) |  | Police\* |  |
| other local CDEM related organisations  |  | partner organisations |  |
| broadcasters\*  |  | lifeline utilities\* |  |
| newspapers\* |  | hospital and health services |  |
| community groups (including groups potentially isolated through disability, language, culture, or geography) |  |
| **Background information includes:** |
| population size and demographics |  | maps |  |
| significant local industries |  | any likely/possible local emergencies, based on the risk profile from the CDEM Group Plan |  |
| cultural make-up and languages used |  |
| current and historical political, socio-economic, environmental, or operational issues that may affect outcomes |  | previous emergencies in the region, or nationally (for comparisons) |  |
| summaries of relevant scientific information  |  |
| **Supporting CDEM information held and understood by PIM team members includes:** |
| local, regional, and national CDEM structures |  | GEMOs’ and EMOs’ relationship with MCDEM |  |
| local and regional CDEM public education programmes |  | CDEM process for sending out a *Request for broadcast/termination* |  |
| the region’s CDEM Group Plan |  | National CDEM Plan  |  |
| readiness roles of local and regional CDEM staff  |  | readiness roles of local CDEM volunteers |  |
| response roles of local and regional CDEM staff  |  | response roles of local CDEM volunteers  |  |
| recovery roles of local and regional CDEM staff  |  | recovery roles of local CDEM volunteers  |  |

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| **Fostering relationships** | (see section 3.2 Fostering relationships) |

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| **Contact is on-going with:** |
| nearby CDEM Groups |  | Fire Service  |  |
| other territorial authority GEMOs and EMOs  |  | Ambulance |  |
| local CDEM roles that work with PIM (refer 3.1.1) |  | Police |  |
| broadcasters\*  |  | lifeline utilities |  |
| newspapers\* |  | Rural Fire  |  |
| local offices of government agencies |  | hospital and health services |  |
| partner organisations |  | community groups and services including those for CALD communities, and for people with disabilities |  |
| Welfare Coordination Group |  |

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| Planning and or/setting up | (see section 3.3 Planning and setting up) |

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| **Tasks completed: (Locations and people identified in this section are available [insert location here])** |
| initial PIM team is identified |  | PIM workspace default location is identified |  |
| PIM Manager will have messages via the national warning system forwarded to them |  | PIM workspace back-up locations are identified |  |
| spokespeople are identified and trained |  | media conference default location is identified |  |
| PIM pool is identified for any required rosters |  | media conference back-up locations are identified |  |
| PIM member details are updated every 3 months |  | information point default locations are identified |  |
| PIM personnel have emergency plans for home |  | information point back-up locations are identified |  |
| means of communication set up |  | information point liaison people are identified |  |
| PIM remote access capability set up, including website access |  | helpline liaison person is identified |  |
| hard copies & USBs of required documents set up |  | required resources have been sourced |  |
| initial response back-up team members identified |  | PIM response resource boxes have been set up |  |

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| **Developing processes and documentation** | (see section 3.4 Developing processes and supporting documentation) |

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| **Documentation and processes developed:** |
| contact database (see above) |  | drafts of key messages |  |
| PIM Readiness checklist |  | descriptions of duties for PIM team members |  |
| PIM Response checklist |  | required resources list |  |
| PIM Response procedure |  | PIM role descriptions |  |
|  |  | monitoring and evaluation process |  |

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| **Training and development** | (see section 3.5 Training and development)  |

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| **Training tasks carried out:** |
| skill gaps are identified |  | PIM personnel participating in exercises  |  |
| potential programmes by CDEM and external organisations are identified  |  | PIM training and development programmes for individual personnel developed |  |
| workshops for region PIM organised |  | mentoring/shadowing exchanges organised |  |