**APPENDIX E Lifeline utility CDEM readiness checklist**

This checklist is for use by lifeline utility personnel responsible for pre-emergency planning.

It is intended to be adapted to suit the purposes of the lifeline utility.

References are to sections in *Lifeline utilities and CDEM Director’s Guideline*.

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|  |  |
| **Working in partnership** | (see section 3.1 *Working in partnership* on page 17) |
| **Contact is maintained with:** |
| CDEM Group GEMOs and EMOs |  | sector coordinating entity |  |
| CDEM Group LUC Manager |  | other sector organisations |  |
| Lifelines Group |  | emergency services |  |
| **participation in:** |
| Lifelines Group activities |  | sector organisations activities |  |
|  |  |
| **Business continuity management** | (see section 2.1.2 *Business continuity management* on page 12) |
| **Business continuity plans include:** |
| identification of critical business functions and processes, and potential impacts on them are defined  |  |
| required service levels (including load-shedding, restoration priorities, and CDEM-critical activities) determined in collaboration with key customers, other lifeline utilities, and with the CDEM Group |  |
| contingency planning for damaged and affected functions, services, and networks, |  |
| risk reduction for network assets, key facilities, and other service delivery mechanisms |  |
| plans that are exercised, and validated with external agencies, including contractors if applicable |  |
| monitoring and evaluation processes |  |
| **Response plans include:** |
| emergency workspace location and back-up |  | personnel have emergency plans for home |  |
| response personnel, including Lifeline Liaison to ECC, a spokesperson, and rostered backups  |  |
| means of communication internally, as well as with GEMO, LUC, and SCE |  |
| required resources including remote data access capability and copies of required documents |  |
|  |  |
| **Providing advice** | (see section 2.1.3 *Providing information and advice* on page 13) |
|  |
| contributes to CDEM Group Plan reviews directly / through Lifelines Group or sector organisation |  |
| submits feedback to MCDEM when requested, regarding national CDEM documents |  |
|  |  |
| **Capability development** | (see section 2.1.4 *Capability development* on page 13) |
| **Training tasks carried out:** |
| skill gaps are identified |  | response personnel participating in exercises |  |
| potential programmes by CDEM and external organisations are identified  |  | training and development programmes for individual personnel developed |  |
| ongoing arrangements for the lifeline utility to participate regularly in CDEM exercises  |  |