**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 | | | | |  |