Planning readiness checklist

This (optional) checklist is for use by CDEM personnel responsible for preparing for Planning activities before an emergency occurs.

References are to sections in the *Response Planning in CDEM Director’s Guideline*.

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| Gathering information  | (see 4.1 *Gathering information*) |

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| Contact database tasks: |
| database has been set up |  |
| database is accessible to all potential members of a Planning team during an emergency |  |
| database is updated every 3 months, any hard copies reissued, and users informed |  |
| appropriate email groups have been set up |  |
| Database includes:  |
| next response level Planning Manager |  | emergency services |  |
| nearby CDEM Groups or local authorities |  | lifeline utilities |  |
| local CDEM roles that work with Planning |  | hospital and health services |  |
| other local CDEM related organisations  |  | Commercial providers |  |
| Supporting CDEM information held and understood by Planning personnel includes: |
| local, regional, and national CDEM structures |  | links to National CDEM Plan and Guide  |  |
| the CDEM Group Plan |  | readiness roles of local CDEM volunteers |  |
| readiness roles of local and CDEM Group staff  |  |  response roles of local CDEM volunteers |  |
| response roles of local and CDEM Group staff  |  | recovery roles of local CDEM volunteers |  |
| recovery roles of local and CDEM Group staff  |  |  |  |

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| Planning and or/setting up | (see 4.2 *Planning and setting up*) |

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| Tasks completed: (Locations and people identified in this section are available [insert location here]) |
| initial Planning team (and a back-up team) is identified |  | hard copies & USBs of required documents set up |  |
| Planning pool is identified for any required rosters |  | Planning workspace default location is identified |  |
| Planning personnel details are updated every 3 months |  | Planning workspace back-up locations are identified |  |
| Planning personnel have emergency plans for home |  | required resources are sourced |  |
| means of communication set up |  | Planning response resource boxes are set up |  |

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| Developing processes and documentation |  |
| (see 4.3 Developing processes and supporting documentation) |

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| Documentation and processes developed: |
|  Planning Readiness checklist |  | descriptions of duties for Planning team members |  |
|  Planning Response checklist |  | required resources list |  |
|  Planning Response procedure(including activation) |  | Planning role descriptions |  |
| monitoring and evaluation process |  |  |  |

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| Training and development | (see 4.4 *Training and development*) |

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