

Agency Emergency Plan Self-Assessment

| | Plan Standard | Yes | No | Comments/Action Items | Help/Guidance Requested? |
|---|--|-----|----|-----------------------|--------------------------|
| 1 | Are the critical services needed by your clients identified in your plan and disaster mission statement? | | | | |
| 2 | Does your plan include how your agency will continue to provide critical services during a disaster and whether another agency can assist as a backup? | | | | |
| 3 | Does your plan identify more than one way to communicate with staff and clients as well as how to obtain and share information? | | | | |
| 4 | Does your plan identify what roles specific staff members will play during a disaster event? | | | | |
| 5 | Does your plan include how staff will be trained on, drill or exercise this plan? | | | | |
| 6 | Does your plan contain information on agency supplies and resources should staff be unable to leave the workplace for at least three days? | | | | |

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|----|--|-----|----|-----------------------|--------------------------|
| 7 | Does your plan include a process for backing up vital information and records? | | | | |
| 8 | Does your plan include a process for obtaining emergency assistance for continuing critical financial procedures such as payroll, receiving supplies from vendors and receiving donations? | | | | |
| 9 | Does your plan include agreements with another agency to provide support to clients if your agency is no longer able to continue critical services? | | | | |
| 10 | Does your plan include a process for maintaining contact with local emergency service providers such as emergency management agencies, first responders or ambulance services? | | | | |
| 11 | Does your plan contain specifics on who will lead and give commands as well as information additional staff responsibilities during a disaster, for example will staff be using the Incident Command System (ICS)? | | | | |
| 12 | Does your plan identify ways to reduce workplace hazards and risks to the safety of staff and clients? | | | | |
| 13 | Does your plan include specific evacuation procedures? | | | | |

Please review the attached Standards and Indicators for more detail.