This checklist has been developed to assist those responsible for developing and maintaining health service emergency plans, programmes and capabilities. The checklist draws on requirements from the National Health Emergency Plan and National CDEM Plan and Guide.

Name of health service (cluster or grouping):

Date of assessment:

Date of current emergency management plan: Date for review:

Chief Executive: Executive lead for assessment:

Overall comments and feedback:

### Assessment criteria

Rating:

0 = None apparent

1 = Not compliant – ineffective

2 = Marginally compliant – marginally effective

3 = Acceptably compliant and effective in relation to minor risks

4 = Largely compliant – likely to be effective in medium-scale incidents

5 = Fully compliant – likely to be effective in relation to significant risks

| **Question** | **Rating 0–5** | **Comments** |
| --- | --- | --- |
| 1. Evidence of governance/senior executive ownership of emergency management |  |  |
| 2. Responsibilities of executive in delivering comprehensive emergency management |  |  |
| 3. Risk analysis supporting emergency management planning |  |  |
| **Reduction** | | |
| 4. Risk reduction and resilience-building opportunities, role, processes articulated |  |  |
| 5. Business continuity management plan and processes |  |  |
| **Response** |  |  |
| 6. Response and response coordination roles, processes and capabilities: |  |  |
| a. In-house health functions |  |  |
| b. Partner services (including, for DHBs, neighbouring DHBs) |  |  |
| c. Mass casualty response management |  |  |
| d. Hazardous substance decontamination |  |  |
| e. CIMS functions (at respective and subsidiary levels) |  |  |
| **Readiness** | | |
| 7. Readiness processes, and activities documented: |  |  |
| a. Capability analysis (including training needs) |  |  |
| b. Response functions professional development |  |  |
| c. Response coordination professional development |  |  |
| d. Response coordination information management |  |  |
| e. Resilient response coordination centre locations |  |  |
| 8. Alerting procedures (including SPOC) |  |  |
| 9. Response activation process and roles |  |  |
| 10. Community engagement processes (including Māori and Pacific peoples) |  |  |
| 11. Vulnerable people support management |  |  |
| 12. Surge management capabilities (in-house and receiving) |  |  |
| 13. Critical resource management (including national stockpiles) |  |  |
| 14. Emergency patient management, internal and external transfer processes |  |  |
| 15. Community psychosocial support and recovery management |  |  |
| 16. Management of health-related spontaneous volunteers |  |  |
| 17. Management of deceased |  |  |
| 18. Recovery management (within local/regional recovery management) |  |  |
| 19. Asset management strategy – major risk inclusion |  |  |
| 20. Monitoring and evaluation processes (all functions) |  |  |
| 21. Communication and collaboration: |  |  |
| a. Emergency and risk management on governance/executive agendas/key performance indicators |  |  |
| b. Executive collaboration with emergency management peers |  |  |
| c. Management collaboration on emergency management (in-house) |  |  |
| d. Management collaboration on emergency management (with external peers) |  |  |
| e. Functional emergency management engagement with communities/clients |  |  |