

Checklist for Staff Preparedness (example)

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If an emergency were to occur which required deployment of your agency today, you would want your staff to be prepared as possible. Use this sample checklist by putting a check in the right hand columns if your staff has completed this preparedness activity by today or if you are in progress in completing this activity.

Feel free to add other preparedness ideas in the blank rows at the bottom—this is just an example

Staff Preparedness Action Steps	Has been done already	In progress	Not yet started
Roster of staff available for a 24-7 response			
Communication plan on how to contact staff in an emergency			
Redundancy (more than 2 people to fill each role)			
Staff training in response roles			
Staff has exercised or practiced roles			
Staff up-to-date on vaccines			
Staff has doctor approval, medical clearance to respond			
Staff is trained in first-aid			
Staff has received psychological first aid training			
Staff has been undergone security clearance or background check			
Plan developed to check on staff physical & mental health during emergencies			
Has staff been asked if personally available to respond			
Debriefing after response with each staff member			