











## Checklist: Emergency preparedness



This checklist must be used as a reference for each worksite safety check. It reflects requirements in [Health and safety](#) and [Emergency and disaster planning](#) policies.

	An up-to-date contact list for the organisation is available to everyone. A sheet detailing roles and responsibilities and procedure for the aftermath of a disaster or emergency has been given to team members (as per Emergency and disaster planning policy).
	All team members (contractors, staff etc) are informed and reminded about emergency and disaster procedures through induction and other communications.
	Arrangements for payroll services have been planned for during the recovery stage.
	Exit, evacuation and assembly points, disability assistance, emergency contacts and procedures are clearly signed and displayed in public and staff areas.
	Emergency supplies are adequate and include: <ul style="list-style-type: none"><li>• water for at least 3 days (for drinking and sanitation)</li></ul>

	<ul style="list-style-type: none"> <li>• food- at least a 3 day supply of non-perishable food</li> <li>• extra batteries</li> <li>• cellphone charger.</li> </ul>
	<p>There is accessible emergency equipment at each worksite including:</p> <ul style="list-style-type: none"> <li>• a first aid kit</li> <li>• battery-powered radio and torch</li> <li>• ropes (to assist escape)</li> <li>• whistle (to signal help)</li> <li>• dust masks (to filter contaminated air)</li> <li>• car tool kit</li> <li>• AA membership and contacts for garage/car repairer used to service the car and who can be called in case of emergency</li> <li>• water, spare tyre and tools in the car(s).</li> </ul>
	<p>Safety systems (eg sprinkler system, emergency lighting etc) are operating and <u>compliant</u> (ie check building warrant of fitness is current).</p> <p>There is safety equipment as required by local body regulations, e.g. fire hoses/extinguisher.</p>
	<p>Electronic files are regularly backed up in a cloud-based application or with an iron key that is kept secure off-site. Backups are regularly tested by retrieving information from the backups and checking it is up-to-date.</p>

	<p>Regular emergency drills have been undertaken in the period since the last check for:</p> <ul style="list-style-type: none"><li>• evacuation</li><li>• earthquake</li><li>• lockdown</li><li>• fire</li></ul>
	<p>Team members have their own personal emergency kits and get home plans prepared.</p>

## Helpful links

[Back to Emergency and disaster planning](#)

## Review

Date: April 2021

Next review: by March 2023