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Emergency Plan Audit



Emergency Response Team

Does your team...

- ☐ Have a mission statement?
- ☐ Have goals and/or objectives?
- ☐ Specify an Incident Commander?
- ☐ Specify a back-up Incident Commander?
- ☐ Specify who has final command of your entity?
- ☐ Specify a chain of command for your entity?
- ☐ Place limitations on authority of Incident Commander or person with final authority?
- ☐ Specify method to change command during an emergency?

Emergency Notifications

Does your plan...

- ☐ Specify procedure for notifications of key personnel?
- ☐ Establish priority for who is notified?
- ☐ Include notification to your central office or other external office(s)?
- ☐ Specify role or function of your central office or other external office(s)?
- ☐ Include home and cell phone numbers of key staff and specify how they are distributed?
- ☐ Identify key staff and general staff recall procedures organized by geographical proximity to your location?
- ☐ Call for separate phone system for use in emergencies to contact staff, police, fire, and/or medical personnel?

Evacuation

Does your plan...

- ☐ Provide evacuation details, including emergency escape procedures and route assignments?
- ☐ Encompass single, comprehensive format that includes all emergencies/disasters?
- ☐ Have official approval?
- ☐ Incorporate system or procedure for documenting changes and updates?
- ☐ Provide for the operation of food services for staff, citizens, and rescue workers?
- ☐ Provide for security systems, perimeter barricades, on-site and off-site?
- ☐ Include staff emergency-notification lists (next of kin) updated regularly?
- ☐ Account for special accommodation/ADA needs?
- ☐ Address procedures on how to handle family members who arrive at location?

Risk Assessment

Does your plan...

- ☐ Provide specifics to your entity?
- ☐ Identify "hot spots," evaluate equipment, supplies, generators, fire extinguishers, first-aid procedures etc. on-site?
- ☐ Provide written recommendations to reduce risks, and follow-up procedures for compliance?

Blueprints

Does your plan...

- ☐ Include copies of blue prints of all buildings?
- ☐ Include identification of fire escapes, secondary fire escape doors, utility cutoffs, location of standpipes, fire hoses, hydrants and extinguishers on blue prints and plot plans?
- ☐ Provide for buildings to be easily marked and identifiable to outside persons?
- ☐ Provide for location of emergency keys to building(s), color coded for quick identification?
- ☐ Provide for emergency equipment to be tested quarterly?
- ☐ Provide staff training to operate equipment?
- ☐ Provide fuel location for generators and document how often it is checked?

Locations

Does your plan identify the following locations...

- ☐ Command post?
- ☐ Alternate command post?
- ☐ Media room or staging area?
- ☐ Family support area?
- ☐ Staff staging area?
- ☐ Mutual aid staging area?
- ☐ Traffic control points?
- ☐ Triage area?
- ☐ Area hospitals?
- ☐ Equipment supply area?

Media

Does your plan...

- ☐ Specify a Public Information Officer (PIO) and PIO alternate?
- ☐ Specify those authorized to release information other than the PIO?
- ☐ Specify process to coordinate media operations with your central office or external office(s)?
- ☐ Specify person(s) to address rumor control?
- ☐ Address process of communicating with local community, citizens, and organizations?
- ☐ Provide for training of PIO?
- ☐ Specify a location for media, escorting through security area, procedures for information flow?

Procedures

Does your plan...

- ☐ Include signing, dating, and scheduling of periodic review?
- ☐ Specify distribution and who has copies, as well as their location?
- ☐ Address record management and recovery?
- ☐ Specify relieving staff from non-critical functions?
- ☐ Specify procedures to account for staff, citizens, volunteers, rescue workers, etc.?
- ☐ Specify procedures for staffing in an extended emergency?
- ☐ Address coordination with local police, fire, emergency responders to identify barricade locations, traffic control for access in and out of area by fire trucks and ambulances, crowd control, and security access?
(Note: police includes local county sheriff, state patrol, FBI etc.)
- ☐ Identify procedures for the expenditure of funds, signing of contracts, purchasing of supplies, etc.?
- ☐ Identify back-up systems for communications, including portable radios and cell phones?
- ☐ Identify procedures to address removal of hazardous materials, stabilization of structures and buildings?
- ☐ Identify procedures for removal of computers, equipment, and important paper documents post disaster?
- ☐ Identify procedures for alternate storage sites of supplies, equipment, furniture, and materials retrieved?
- ☐ Provide security at storage sites?
- ☐ Provide for procedures to review insurance policies, coverages and notification?
- ☐ Identify employee assistance programs available for traumatized staff?



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CLOUD BACKUP

CIS has a group pricing arrangement with a vendor to offer cloud backup services to CIS members at a discounted rate.

To learn about cloud backup services and pricing, visit cisoregon.org and select “Emergency Planning/Recovery” from the Risk Management menu.