Disaster Planning and Response Checklist

Prepare	Information	Details	Action required
Do you have a business continuity plan?	Emergency Business Continuity Plan NSW State Emergency Service (sesemergencyplan.com.au) Include: ▶ IT backup plan ▶ Remote telehealth ▶ Loss of power plan ▶ Relocation plan ▶ Copies and backups of insurance and financial documents stored offsite ▶ Cold chain policy and procedure	Hard copy location: Soft copy location: Last updated: Review date: Person Responsible:	

Prepare	Information	Details	Action required
Do you have an emergency response plan?	Access the RACGP emergency planning tool here: https://erpt.racgp.org.au/	Hard copy location: Soft copy location: Last updated: Review date: Person Responsible:	
Do you have an emergency management coordinator/ committee?	See page 4, section 1.1 of: Managing-emergencies-in-general-practice.aspx (racgp.org.au)	Position/Name:: Last meeting:	
Do you have an emergency disaster kit stocked?	See page 6, section 1.4 of: Managing-emergencies-in-general-practice.pdf (racgp.org.au)	Location: Last stocktake:	

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Prepare	Information	Details	Action required
Have you completed an emergency risk assessment of your business?	See page 5, section 1.2 of: Managing-emergencies-in-general-practice.aspx (racgp.org.au)	Hard copy location: Soft copy location: Last updated: Review date: Person Responsible:	
Do you have staff contact details listed?		Hard copy location: Soft copy location: Last updated:	
Do you have a staff and patient communication plan?	Set up instant messaging for staff and create phone, email, and website scripts to be communicated in an emergency	Location: Last updated:	

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Prepare	Information	Details	Action required
Do you have all local response agencies and health service contact details?	E.g. response agencies, council, local hospital	Location: Last updated:	
Do you have contact details of local pharmacies, imaging and pathology services?	Including opening hours	Location: Last updated:	
Have you considered your vulnerable patients who may need extra support?	Use CAT4 to identify vulnerable patients		
Have all staff been trained on disaster readiness?	Ensure staff have access to disaster readiness documentation and receive regular training when available	Last training completed:	

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Prepare	Information	Details	Action required
TEST YOUR PLAN	Recommended yearly	Last tested: Next test: Person Responsible:	

Respond	Complete	Comments
Type of emergency		
Enact your emergency response plan		
Enact your business continuity plan		
Enact your cold chain policy and procedure		
Discuss staffing		
Enact telehealth process		
Access disaster kit		
Have lists readily available for local response agencies and health services		
Turn on messages for phone, website, and email		

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Recover	Complete	Comments
Impact assessment		
Undertake internal debrief		
Action any learnings		
Connect staff with appropriate recovery services		
Contact your Health Coordination Consultant for PHN support and information		

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