

[INSERT YEAR] STATEWIDE MEDICAL AND HEALTH EXERCISE

COMMUNITY PREPAREDNESS ORGANIZATIONAL SELF-ASSESSMENT

(e.g., Local EMS Agencies, Public Health, Social Services, Non-Governmental Organizations)

**How To Use This Document:** *This document is provided to aid emergency managers from participating organizations/agencies/jurisdictions in assessing their level of preparedness in advance of the [insert year] Statewide Medical and Health Exercise (SWMHE). For each metric, there are five columns to provide a response: Completed, In Progress, Not Started, Not Applicable (N/A), or Grant Requirements Satisfied (e.g., 2017 Health Care Capabilities, Public Health Emergency Preparedness, Homeland Security Grant Program, Urban Areas Security Initiative, etc.). The column to track satisfied grant requirements emphasizes that a goal of some participants might be to utilize the exercise in order to satisfy applicable grant requirements. It in no way represents a required field on behalf of the California Department of Public Health (CDPH) or the Emergency Medical Services Authority (EMSA), but* ***is an optional value add for the convenience of the participant*** *that allows the self-assessment to also function as a tool for preparing any grant reports. Participants are encouraged to use this document as a starting point towards a more detailed analysis of their organization’s gaps in preparedness.*

| **I. MITIGATION AND PREPAREDNESS** | **Completed** | **In** **Progress** | **Not** **Started** | **N/A** | **Grant****Requirements Satisfied**  |
| --- | --- | --- | --- | --- | --- |
| 1. The organization/agency has an Emergency Operations Plan (EOP), policies, and procedures to activate the EOP that detail response and recovery protocols for a range of potential hazards
 |  |  |  |  |  |
| 1. Contact information for local response partners is verified/updated at least quarterly, and is available during an event
 |  |  |  |  |  |
| 1. The organization/agency has a Continuity Plan to activate during any business interruption that might occur due to the emergency event and it is reviewed and updated as needed at least annually
 |  |  |  |  |  |
| 1. Appropriate organization/agency personnel have received Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and Incident Command System (ICS) training and are provided regular refresher training to maintain acceptable levels of proficiency
 |  |  |  |  |  |
| 1. The organization/agency participates in pre-incident local response planning with public safety officials [e.g., emergency medical services (EMS), fire, and law enforcement], local emergency management officials, and other appropriate public and private organizations, including meetings and conference calls to plan and share status
 |  |  |  |  |  |
| 1. The organization/agency has an Evacuation Plan with escape procedures and route assignments (e.g., floor plans, safe areas, reunification sites)
 |  |  |  |  |  |
| 1. Organization/agency personnel are familiar with and have received appropriate training on local, regional, and statewide resource requesting process (e.g., mutual aid; local, regional, and state emergency services)
 |  |  |  |  |  |
| 1. The organization/agency utilizes a Communication Plan and/or procedures to notify, maintain communications, and exchange appropriate information with local response partners and other appropriate entities
 |  |  |  |  |  |
| 1. The organization/agency works with emergency management authorities to disseminate coordinated communication and public education messages to stakeholders and participates in the Joint Information System when activated
 |  |  |  |  |  |
| 1. Organization/agency personnel have received appropriate training on various communication modalities (e.g., satellite phones, radios, emergency warning systems, software programs, etc.), with emphasis on appropriate etiquette and procedures when using each communication system
 |  |  |  |  |  |

| **II. RESPONSE AND RECOVERY** | **Completed** | **In Progress** | **Not** **Started** | **N/A** | **Grant****Requirements Satisfied** |
| --- | --- | --- | --- | --- | --- |
| 1. The organization/agency has identified person(s) authorized to activate the EOP, and other applicable plans, in response to an emergency event
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| 1. The organization/agency utilizes SEMS, NIMS and ICS concepts (including Unified Command), as appropriate, in response to an emergency event
 |  |  |  |  |  |
| 1. The organization/agency has procedures for evacuation of the immediate facility areas and regularly reevaluates the need for further evacuation
 |  |  |  |  |  |
| 1. The organization/agency utilizes established procedures to notify employees, clients, response partners, and administration of an emergency event
 |  |  |  |  |  |
| 1. The organization/agency initiates or contributes to an Incident Action Plan (IAP) and engages the Emergency Operations Center (EOC) and response partners when appropriate in gathering information to complete and disseminate the IAP
 |  |  |  |  |  |
| 1. The organization/agency has procedures to quickly obtain incident specific details (e.g., voicemail messages, witnesses, security cameras, surveillance tapes, and other data) for evidence and intelligence gathering
 |  |  |  |  |  |
| 1. The organization/agency utilizes established patient tracking procedures and communicates patient tracking information with appropriate response partners
 |  |  |  |  |  |
| 1. The organization/agency has procedures for reporting and documenting staff injuries
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| 1. The organization/agency utilizes established procedures to request resources and supplies, and/or to receive, track, and respond to resource requests from local response partners and other appropriate entities during an event
 |  |  |  |  |  |
| 1. The organization/agency tracks event related expenses including supplies, equipment, personnel (e.g., hours and travel time), and lost revenue using appropriate ICS tools/forms
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| 1. The organization/agency makes available age-appropriate acute and ongoing behavioral health services to staff, residents, and patients as necessary following an incident in order to minimize possible adverse effects of primary or secondary trauma
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| 1. The organization/agency has identified safe perimeters if a suspicious device is located onsite, in proximity to explosive and combustible materials, or near entry points
 |  |  |  |  |  |
| 1. The organization/agency includes a scheduled debriefing that is coordinated with all response partners
 |  |  |  |  |  |
| 1. There is an established process for the development of an After Action Report (AAR) and an Improvement Plan that address corrective actions
 |  |  |  |  |  |
| 1. The organization/agency implements a Crisis Emergency Risk Communication (CERC) plan or media/public communications and messaging plan, including the dissemination of information via traditional and digital media
 |  |  |  |  |  |