

# Activity Checklist

Activity Completed	Date
Develop Emergency Management Committee	
Identify and document names and contact information of primary and back-up individuals who have the authority to manage the clinic in an emergency	
Identify and document the authorities (organizational, local, state, federal, tribal), reporting requirements and 24/7 contact information of organizations and agencies that govern your ability to operate	
Develop emergency contact list of staff (name, phone, email) and maintain both paper and electronic copies	
Identify strategies for communicating with patients and community at large (Ex: outgoing phone message on voicemail, website, local media)	
Identify strategies for communicating with high-risk patients	
Document potential staff availability during emergencies	
Break down availability by immediate, within 72 hours, one week	
Identify baseline staffing numbers by position type necessary to carry out safe patient care	
Review internal and external policies/procedures to ensure staff can engage fully in their emergency role(s)	
Determine if you will be accepting community volunteers	
Determine if you can/will accept volunteers from other states	
If you intend to engage external volunteers, ensure that your malpractice insurance policies cover them	
Enroll your staff in any statewide credentialing system in the event you deploy them to other sites	
Develop list of essential services to expand, maintain, temporarily suspend and not provide	
Develop list of emergency supplies on-hand (include type and quantity)	
Develop list of additional supplies needed to carry out essential functions and identify potential sources for procurement or donation	
Initiate discussions with community partners regarding your emergency functions and potential needs	
Develop list of community partners that you may need assistance from, and document the type of assistance you would need and contact information for the partner organization	
Develop list of community partners that you can provide assistance to, and document the type of assistance you can provide and contact information for the partner organization	
Identify primary EOC location	
Identify secondary EOC location, if applicable	
Document name and contact information of building manager	
Document name and emergency contact information for all utilities	
Walk through all evacuation routes with staff	
Identify resources necessary for sheltering in place	
Ensure staff is current on immunizations	
Provide personal preparedness information to staff and patients ( <a href="http://www.ready.gov/">http://www.ready.gov/</a> )	
Develop and implement program to ensure that patients maintain current list of medications and major health conditions ( <a href="http://www.healthcareready.org/rx-on-the-run">http://www.healthcareready.org/rx-on-the-run</a> )	
Participate in PFA training. This course is offered free online from the National Child Traumatic Stress Network and is suitable for non-clinical as well as clinical staff and is applicable to daily practice as well as in emergencies: ( <a href="http://learn.nctsn.org/course/index.php?categoryid=11">http://learn.nctsn.org/course/index.php?categoryid=11</a> )	
Document all staff who could provide clinical mental health support	
Document a list of referral organizations	
Update playbook annually with Emergency Management Committee	
Review and update all contact information quarterly	
Commit to at least three training or exercise activities per year	