

# Emergency Management Plan Checklist

This checklist sets out some of the steps and procedures that managing agents may consider adopting prior to, during and after the occurrence of an emergency such as a fire, storm or catastrophic event.

<b>Before Event</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
1. Do you have a WH&S Plan for Agency Staff & Contractors?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you have delegated authority to approve emergency works?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you have delegated authority to take other emergency steps?	<input type="checkbox"/>	<input type="checkbox"/>	
4. What ability do you have to charge the scheme schedule B fees for emergency works [responding to the emergency]?	<input type="checkbox"/>	<input type="checkbox"/>	
5. If you do not have delegated authority then are you prepared to receive informal instructions for the executive committee which may need to be ratified later?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you understand your obligations and potential liability in managing these issues?	<input type="checkbox"/>	<input type="checkbox"/>	
7. <b><u>Develop a Master Contact List Framework</u></b> Note the name, phone number, and address for:-			
a. The insurance contact;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Emergency works contact list;	<input type="checkbox"/>	<input type="checkbox"/>	
c. Occupants and owners;	<input type="checkbox"/>	<input type="checkbox"/>	
d. Council contact person(s);	<input type="checkbox"/>	<input type="checkbox"/>	
e. Other advisors such as legal, engineering etc.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ensure the availability of, and easy access to important documents such as: safety audits, asbestos reports, escape/ evacuation routes, names of fire wardens etc.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Determine sufficient and current insurances are in place.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Determine potential un-insured components of loss with reference to exclusions. Losses which may be excluded (depending upon policy) such as pre-existing building defects, maintenance, flood damage etc.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Develop a communication policy in respect of owners, occupants and media etc to inform of:-			
a. What has happened;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Who to contact;			
c. What will happen next.			
	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Occurrence</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
12. Appoint a suitably qualified / experienced member of staff to act, noting the person may need to be dedicated to this task for a period of time such as 1 month or more	<input type="checkbox"/>	<input type="checkbox"/>	
13. Consider matters that need to be communicated internally.	<input type="checkbox"/>	<input type="checkbox"/>	
14. <b><u>Who needs to be contacted?</u></b>			
a. Notify emergency services;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Insurance contact;	<input type="checkbox"/>	<input type="checkbox"/>	
c. Key staff members;	<input type="checkbox"/>	<input type="checkbox"/>	
d. Other relevant parties.	<input type="checkbox"/>	<input type="checkbox"/>	
15. <b><u>Prepare and keep contemporaneous documents:-</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Detailed file notes (include photos and video if possible).	<input type="checkbox"/>	<input type="checkbox"/>	

# Post Occurrence

	Yes	No	Comment
16. <b><u>For insured losses the Insurer will typically gather documents and reports:-</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Liaise with emergency services, obtain police report(s) and fire report (s)	<input type="checkbox"/>	<input type="checkbox"/>	
b. Determine emergency / make safe repairs	<input type="checkbox"/>	<input type="checkbox"/>	
c. Liaise with Council to ensure compliance with appropriate building codes and regulations	<input type="checkbox"/>	<input type="checkbox"/>	
d. Locate statements from witnesses	<input type="checkbox"/>	<input type="checkbox"/>	
e. Obtain photos, videos etc of circumstances of loss/damage;	<input type="checkbox"/>	<input type="checkbox"/>	
f. Determine relocation, loss of rent, storage and other expenses recoverable;	<input type="checkbox"/>	<input type="checkbox"/>	
g. Obtain other relevant documents and reports;	<input type="checkbox"/>	<input type="checkbox"/>	
h. Determine the scope of works and approvals required;	<input type="checkbox"/>	<input type="checkbox"/>	
i. Determine a shortlist of competent Builders	<input type="checkbox"/>	<input type="checkbox"/>	
j. Can arrange and finance repairs	<input type="checkbox"/>	<input type="checkbox"/>	
k. Insurer should provide an overview for management of claim, steps involved and time-frames.	<input type="checkbox"/>	<input type="checkbox"/>	
l. Dispute resolution	<input type="checkbox"/>	<input type="checkbox"/>	

# Post Occurrence

	Yes	No	Comment
<b>17. For uninsured losses the scheme will need to consider:-</b>	<input type="checkbox"/>	<input type="checkbox"/>	
a. Instructing a loss adjuster;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Financial exposure	<input type="checkbox"/>	<input type="checkbox"/>	
c. Determine emergency / make safe repairs	<input type="checkbox"/>	<input type="checkbox"/>	
d. Liaise with Council to ensure compliance with appropriate building codes and regulations	<input type="checkbox"/>	<input type="checkbox"/>	
e. Locate statements from witnesses	<input type="checkbox"/>	<input type="checkbox"/>	
f. Obtain photos, videos etc of circumstances of loss/damage;	<input type="checkbox"/>	<input type="checkbox"/>	
g. Obtain other relevant documents and reports;	<input type="checkbox"/>	<input type="checkbox"/>	
h. <u>Managing owners expectations and personal financial exposures</u>	<input type="checkbox"/>	<input type="checkbox"/>	
i. Determine the scope of works and approvals required;	<input type="checkbox"/>	<input type="checkbox"/>	
j. Determine a shortlist of competent Builders	<input type="checkbox"/>	<input type="checkbox"/>	
k. Arranging repairs and financing	<input type="checkbox"/>	<input type="checkbox"/>	
l. Consider obtaining legal advice as to the potential liability of others, and any key dates and timeframes for commencing proceedings to avoid losing any legal rights.	<input type="checkbox"/>	<input type="checkbox"/>	
18. Determine frequency of update reports – and to whom.	<input type="checkbox"/>	<input type="checkbox"/>	
19. Develop a strategy for dealing with difficult owners or occupants.	<input type="checkbox"/>	<input type="checkbox"/>	
20. Do any alterations need to be approved by any statutory authorities or by special resolution?	<input type="checkbox"/>	<input type="checkbox"/>	
21. For any remediation works ensure that the contracts are legally compliant, with the relevant insurances are in place and contemplate a superintendant role.	<input type="checkbox"/>	<input type="checkbox"/>	
22. Do amendments to title need to be effected?	<input type="checkbox"/>	<input type="checkbox"/>	