

SYDNEY CBD EMERGENCY MANAGEMENT PREPAREDNESS ASSESSMENT

	Status
1. Have you reviewed your existing Emergency Management Plans and procedures against the Sydney CBD Emergency Sub-Plan?	
2. Do you have a Crisis Management Framework in place? For example, a nominated Crisis Management Team, Crisis Management Plans and Crisis Communications Plans?	
3. If so, have you reviewed your existing Crisis Management Plans and procedures against the Sydney CBD Emergency Sub-Plan?	
4. Are the Chief Warden, Head of Security, Crisis Director, and key members of the Crisis Team registered on SydneyALERT?	
5. How will the response to external information be managed if multiple stakeholders receive SMS from SydneyALERT, how will a decision to respond be made and who will make it?	
6. Is there a change management process internally to ensure that this registration is kept current and accurate?	
7. Do you can receive external information via channels other than landline, mobile or internet communications? Eg, radio/TV/satellite phone?	
8. Have the Crisis Management Team undertaken exercises to test the company's Emergency and Crisis Management plans, their ability to work as a team and the capabilities of individuals in a crisis situation?	
9. Is there a dedicated Crisis Command Centre in your building? Is there an alternate one in another building or location?	
10. Does your business have methods and systems for communicating instructions, information, and updates with staff in an emergency other than the existing Building communications systems eg. Public Address systems or floor wardens?	
11. Is there a documented process for communicating internally during an emergency? Do all staff know what that process is?	
12. Do you have communications systems in place for communicating key messages and directives to staff other than those that require telecommunications support?	
13. Do <u>you</u> know the location of and directions to your company's evacuation Sites?	
14. Do all staff have a map and simplified set of procedures for Evacuate to a Safety Site or Shelter-In-Place, Stay-at-Work, Return-to-work	
15. Is there are program for training or educating existing and new employees on the procedures for an emergency in the Sydney CBD?	
16. Is there a program in place for regular testing and exercising of emergency procedures with all staff other than Fire Drills and evacuation to Assembly Areas?	

17. Do your staff know the circumstances in which lifts may be used to evacuate the building in an emergency?	
18. Has each staff member walked from their office to their closest evacuation sites?	
19. Do all of your staff understand the directive to "Evacuate"?	
20. Do all of your staff know the nearest evacuation to their building?	
21. Have all your staff been given directions to other evacuation sites?	
22. Do you have a method for clearly distinguishing your company staff from other businesses? Eg, coloured vests with logos, flags?	
23. Do staff know what to do when they get to an evacuation Site?	
24. Do you have a method for accounting for all staff once they have left the building?	
25. Do all of your staff understand the directive "Shelter-in-Place"?	
26. Do you and your staff understand some of the circumstances in which they may be asked to "Shelter-in-Place"?	
27. Can all your staff name the approved "shelter spaces" within their building?	
28. Do your staff know what to do in the first 20 minutes of being given the directive to Shelter-in-Place?	
29. Does your Crisis or Emergency Management Team have an agreed process for invoking a Shelter-in-Place plan?	
30. Do your approved Shelter Spaces have access to a landline telephone?	
31. Have you exercised your Shelter-in-Place plan in the past 6 months?	
32. Do you have a method for accounting for all staff and visitors once they have taken shelter within the building?	
33. Do you have a method for communicating with staff once they are in a "shelter-in-place" situation?	
34. How will your company receive further updates from external sources once everyone in your building is in a Shelter-in-Place position?	
35. Do all of your staff understand the control arrangement "Stay-at-Work"?	
36. Do you and your staff understand some of the circumstances in which they may be asked to "Stay-at-Work"?	
37. Do your staff understand the implications on availability of public transport if a "Stay-at-Work" message is given?	
38. Do your staff know what to do in the first 20 minutes of being given the message to Stay-at-Work?	

39. Do they know how they will receive that message?	
40. Does your Crisis or Emergency Management Team have an agreed process for invoking a Stay-at-Work plan?	
41. How will your company receive further updates from external sources once everyone in your building is in a Stay-at-Work situation?	
42. Do you have a Business Continuity Management Framework in place? For example, nominated BCP representatives, Business Continuity Plans, Business Recovery Plans?	
43. If so, have you reviewed your existing Business Continuity Plans and recovery procedures against the Sydney CBD Emergency Sub-Plan?	
44. If your staff have returned to their homes following an evacuation of the CBD, do you have a way of communicating a Return-to-Work message to them?	
45. Do you know who your essential staff would be if a staged return to the CBD was required?	
46. Do all your staff have a Personal Emergency Plan?	
47. Has consideration been given to the personal requirements of members of the Crisis Management Team? eg child-care arrangements?	
48. Have you considered key staff and vulnerable people who need additional support during an evacuation?	
49. Do all your staff have a Personal Readiness Emergency Pack?	
50. Do you have a process to assess and maintain your organisations capability to respond to an emergency.	

If you answered more than 75% of the questions as “Yes”:

Congratulations. You have clearly invested much time and effort in preparing your organisation and your staff specifically for an emergency in the Sydney CBD. You should examine those areas where you did not fully comply and consider strategies to address these within the next 6 months.

If you answered more 50%-75% of the questions as “Yes”:

Well done. You are halfway there. While you may have strong general emergency management capability within your organisation you may need to consider the specific implications of an emergency in the Sydney CBD on your planning, preparation and response strategies. Or, you may have integrated the specific requirements for a CBD emergency in your planning process but have not sufficiently communicated or tested this with all your staff. You should examine those areas where you did not fully comply and consider strategies to address these within the next 3 months.

If you answered less than 50% of the questions as “Yes”:

Your readiness to respond effectively to an emergency in the Sydney CBD is limited. You should consider undertaking an initiative immediately to assess and determine the critical requirements and priorities for improving your preparation and capability to manage an emergency affecting a proportion of the CBD.