

## Emergency Communications Planning Checklist

COMMUNICATIONS PLANNING TASK	STATUS (CHECK ONE)	PERSON(S) RESPONSIBLE	DEADLINE	NOTES
<i>Establish and maintain contact lists</i>				
Contact list established for all staff	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Contact list established for families of patients/residents	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Contact list established for local emergency responders, e.g. local emergency management, police, fire, EMTs, local hospital	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Contact list established for state agencies e.g. VEM,DOH,DAIL,DLP	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Contact list established for health care provider partners, e.g. sister facilities, VHCA	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Contact list established for critical vendors and suppliers, e.g. transportation, pharmacy, food, lab	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Staff call tree established for use in emergencies	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			

COMMUNICATIONS PLANNING TASK	STATUS (CHECK ONE)	PERSON(S) RESPONSIBLE	DEADLINE	NOTES
<i>Plan for managing communications during an emergency</i>				
Liaison Officer* designated	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Public Information Officer* designated	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Set up a dedicated number for key contacts to call to access recorded status messages in an emergency.	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Discussion exercises held to test emergency communications.	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			

COMMUNICATIONS PLANNING TASK	STATUS (CHECK ONE)	PERSON(S) RESPONSIBLE	DEADLINE	NOTES
<b><i>Plan for situational awareness</i></b>				
Have weather radio	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Have battery powered radio(s) or TV(s) and batteries	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility is part of Emergency Alert Network	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Protocol is established for communicating with VEM	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Protocol established for communicating with VDH and DLP	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
<b><i>Plan for back-up communications (if landlines and cell phones are out)</i></b>				
Facility's back-up communications methods/equipment are inventoried	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Additional back-up communications system or equipment obtained/established if necessary	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			
Facility's back-up communication methods have been tested	<input type="checkbox"/> not started <input type="checkbox"/> in progress <input type="checkbox"/> done			