# Checklist for Assessing Emergency Response Capacity

| | Elements of Capacity | National Policy Document | National Technical Guidelines | Local Operational Plans | National Training courses |
|---|---|---|---|---|---|
| A | **Authority to plan/co-ordinate relief** | <u>what to do</u> | <u>how to do it</u> | <u>who does what when</u> | <u>Enhance KSA*</u> |
| | 1. national legislation including penalties for failing to plan and, in an emergency, negligence and crimes committed by authorities<br>2. national co-ordination bodies, command systems and SOP for Operations Rooms<br>3. national administrative procedures (finance, personnel, procurement)<br>4. national logistics arrangements (communications, transport, warehouses)<br>5. security arrangements<br>6. customs and visa arrangements | **Define roles, responsibilities, goals** | Define response standards | Define planning criteria and methods | Define national KSA standards |
| B | **Intersectoral damage analysis and needs assessment mechanism (DANA)** | | | | |
| C | **Immediate Care**<br>1. search and rescue<br>2. evacuation<br>3. first aid<br>4. triage<br>5. transport of victims<br>6. trauma/primary care<br>7. victim identification and reporting system | | | | |
| D | **Health Sector Role**<br>1. emergency reporting system<br>2. curative care/hospitals/ special units/referrals<br>3. injury, disease, water quality, nutritional status and disability surveillance<br>4. DEP, VBD, VPD, DPHS control<br>5. laboratories/blood banks<br>6. medical supplies/essential drugs<br>7. environmental health/water quality<br>8. recovery of PHC (EPI, MCH, CDD, ARI etc)<br>9. food safety and nutrition<br>10. orthotics, prosthetics, dental and disability care | | | | |

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| **E** | **Inter-sectoral Activities** | | | | |
| | 1. emergency shelter | | | | |
| | 2. water supply | | | | |
| | 3. food supply and food security | | | | |
| | 4. energy | | | | |
| | 5. protection and security | | | | |
| | 6. forensics, mortuaries and care of the dead | | | | |
| | 7. social and welfare services, including management of the missing | | | | |
| | 8. staff protection, staff insurance, occupational health and discipline | | | | |
| | 9. public information and public education | | | | |
| **F** | **Support Agencies** | | | | |
| | 1. role of the media | | | | |
| | 2. role and regulation of NGO (domestic and foreign) | | | | |
| | 3. role of the military (domestic and foreign) | | | | |
| | 4. accepting donations (cash / materials) | | | | |
| | 5. role and regulation of commercial/private sector | | | | |
| | 6. role and regulation of professional associations | | | | |
| | 7. role and regulation of international assistance (registration, qualifications of staff, ethics) | | | | |
| **G** | **Link to Development** | | | | |
| | 1. compensation of victims | | | | |
| | 2. recovery, reconstruction and rehabilitation (education, agriculture etc.) | | | | |
| | 3. post-event evaluation | | | | |
| | 4. research and documentation | | | | |
| | 5. community risk reduction programmes | | | | |

**The objective of Preparedness Programmes is to build capacity in all these areas**

\* **K**nowledge, **S**kills, **A**ttitudes (education, training, advocacy/promotion/awareness raising)

**Ready to go**

The Manager's Kit

A master copy of key response data is kept on a secure computer and updated frequently. When an emergency is declared, data is downloaded to mobile phones, laptops or PDA and given to team leaders, or sent to managers in the affected area. Data banks include:

- ✓ Contact information
- ✓ Checklists
- ✓ Community profiles and maps
- ✓ Hazard data (chemical etc.)
- ✓ Decision trees
- ✓ Response tools and instruments
- ✓ Reporting forms, formats and request forms
- ✓ Preformatted spreadsheets for making resource calculations
- ✓ etc.

The Team Kit

A response team kit is pre- prepared and issued to field teams in a rucksack or backpack. Items include:

- ✓ ID items (jacket, logos, labels, stickers)
- ✓ Survival items (water filter, multi-function pocket knife, torch, batteries, string, etc.)
- ✓ Protection items (weather, injury, disease)
- ✓ Personal first aid kit
- ✓ Function items (waterproof pens, notebooks, calculator, etc.)
- ✓ Communication/information items (laptop, PDA, mobile phone, chargers)
- ✓ etc.