

# A Self-assessment Process

The Road to Enhanced  
Emergency Preparedness and Response

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# Key Outcome

*“Identify factors to evaluate the effectiveness of emergency plans”*

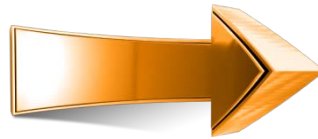
# Multipurpose

An emergency preparedness and response plan self-assessment can serve many purposes:

1. Gap Analysis
2. Education
3. Two-way Communication
4. Due Diligence



# 1. Gap Analysis



## 2. Education

*In crisis, organizations seldom rise to the occasion—they default to the level of training and the effectiveness of their operational plans*

*- Unknown*

## 2. Education (cont'd)

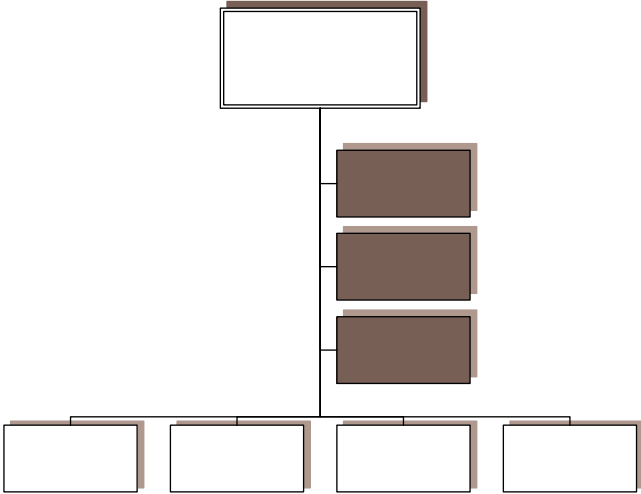
- a. Authority
- b. Structure
- c. Process
- d. Accountability



## a. Authority



# b. Structure





# c. Process



Continuous Management Process

## d. Accountability

Status Report



Monitor,  
Evaluate,  
Status Reports

*If you are not inspecting yourself,  
sooner or later someone else will*



### 3. Two-way Communication

- Establishes, maintains or improves desired standards for industry (e.g., enhances approval process)
- Creates two-way communication for continuous improvement

## 4. Due Diligence





# User-friendly Format

## Emergency Plan Self-Audit

Audit Conducted by: \_\_\_\_\_

Date: \_\_\_\_\_

Category	<ul style="list-style-type: none"> <li>Requirement &amp; Verification</li> </ul>	Documentation	Observation	Interviews	Opportunities for Improvement	Verified	Not Verified	Partially Verified	N/A
Revision Control and Distribution	<ul style="list-style-type: none"> <li>Is the revision control table up-to-date?</li> <li>Is each plan copy kept in an accessible place?</li> <li>Does each designated person have the latest copy?</li> </ul> <p>⇒ Review plan, observe and interview.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1. Policy Overview</b>									
Management Policy Statement	<ul style="list-style-type: none"> <li>Is the Management Policy Statement up-to-date?</li> </ul> <p>⇒ Review plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Definitions</b>									
Definitions	<ul style="list-style-type: none"> <li>Are definitions adequate to meet the needs of all emergency site plan users?</li> </ul> <p>⇒ Review plan and interview.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Learning from Others

## Certificate of Recognition

This certificate is awarded to

In recognition of your company's commitment to raising the standard of worker health and safety in the Province of British Columbia

\_\_\_\_\_  
Diana Miles, Vice President,  
Worker and Employer Services  
WorkSafeBC

COR Certificate Number: \_\_\_\_\_  
WorkSafeBC Legal Name: \_\_\_\_\_

WorkSafeBC Account No: \_\_\_\_\_ Classification Unit: \_\_\_\_\_  
Certified as a Large / Small Employer: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

**WORK SAFE BC**  
WORKING TO MAKE A DIFFERENCE

# Self-assessment for Emergency Preparedness and Response



# Thank You

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