

DEPARTMENT READINESS CHECKLIST

Departments must be ready to perform two primary missions during an emergency or incident:

- Provide information to and emergency support requested by the State Emergency Operations Center (SEOC)
- Ensure essential department functions continue or are rapidly restored.

This readiness checklist is to assist senior leaders in evaluating their department's readiness to effectively perform these functions.

READINESS ACTIONS – PLANS	
1. Does the agency have a current Continuity of Operations Plan (COOP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan define critical agency functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan provide procedures for preventing disruptions and restoring critical functions during an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan provide alternate procedures for performing critical functions during disruptions to normal systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is there a position responsible for maintaining the COOP?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the COOP updated annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is a copy of the current COOP on file with HI-EMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Has a copy of the current COOP been distributed throughout the department and to attached agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Does the agency have a current Departmental Emergency Operations Plan (EOP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan describe the department's emergency organizational structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Does the plan address how department SESF duties will be executed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is there a position responsible for maintaining the Departmental EOP?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the Departmental EOP updated annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is a copy of the current Departmental EOP on file with HI-EMA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Has a copy of the current Department EOP been distributed throughout the department and to attached agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Are key documents available in hard copy or electronic form if the state/department's computer network is down?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - STAFFING, TRAINING AND EXERCISE	
1. Does the agency have EMOs identified (primary and 2 alternates)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Are primary and alternate SESF representatives assigned to each SESF the agency is tasked to support?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Is additional staff trained and ready to be assigned/deployed to SESFs the department supports, as needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Have EMOs and SESF representatives completed required HI-EMA training?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Have emergency workers needed to sustain/restore critical functions been identified and trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Have workers who may be reassigned during an incident to support emergency or continuity operations been identified and informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Is the department prepared to provide a list of non-essential staff that can potentially support other agencies in a major incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Are all agency staff notified multiple times a year that all state employees are considered emergency workers and what this role may entail?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Is regular training provided to all staff on the agency's emergency policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Are internal exercises regularly held to practice and test emergency and continuity plans and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. Does the agency and its SERT members participate in the annual Makani Pahili Hurricane exercise?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - FACILITIES, SUPPLIES AND EQUIPMENT	
1. Does the department have a designated Department Operations Center (DOC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Has the DOC been hardened to withstand hurricane forces?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC located outside a tsunami evacuation zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC located outside a flood zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC large enough to accommodate key members of the department's emergency response team and workers necessary to sustain essential department functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - FACILITIES, SUPPLIES AND EQUIPMENT	
<input type="checkbox"/> Have the necessary supplies been identified to support the DOC once it activates (office supplies; internet access; phones; furniture)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the DOC accessible 24 hours or is there a security plan in place to provide after-hours access?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Does the department and its key units have back-up voice communications equipment if regular voice communications systems are disrupted (e.g. satellite phone; land-mobile radio)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Are key staff regularly trained to operate the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is someone in charge of regularly maintaining and testing the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Do key emergency staff know where the equipment is located and have access to it?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the amount of equipment adequate to ensure all key emergency workers can coordinate with the SEOC and with agency offices performing essential functions? (ensure neighbor island operations are considered)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Does the department and its key units have back-up communications equipment that will provide internet access if regular communications systems are disrupted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Are key staff regularly trained to operate the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is someone in charge of regularly maintaining and testing the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Do key emergency staff know where the equipment is located and have access to it?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the amount of equipment adequate to ensure all key emergency workers can coordinate with the SEOC and with agency offices performing essential functions? (ensure neighbor island operations are considered)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Does the department have a generator at its key locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Will the generator power the DOC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Can the generator power sites/equipment required to perform critical department functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is fuel stored with the generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the generator regularly tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

READINESS ACTIONS - FACILITIES, SUPPLIES AND EQUIPMENT

<input type="checkbox"/> Is someone in charge of regularly maintaining and testing the generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Are multiple staff trained on how to operate the generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Is the generator secure and protected from wind and flooding?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Does the department have a policy that addresses employees, their families and pets sheltering at worksites?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Does the department have a policy that addresses responsibilities of disaster response workers, emergency workers, civil service staff, and managerial staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are emergency supplies, including food/water, for workers available at worksites that will be operating during a disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Have workers been advised of supplies they are expected to bring with them during an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Can the department access its computer files if the state's/department's computer network is down?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A