# Emergency Management Program Completion Checklist

This checklist reviews the status and development of your Emergency Management Program documents. The checklist will allow Health Centers to track progress on completing emergency management foundational documents.

| **Section** | **Status** | **Completion Date** |
| --- | --- | --- |
| **Section 1: Emergency Operations Plan** |
| Emergency Operations Plan |  |  |
| **Section 2: Policies and Procedures** |
| 1: Safe Evacuation |  |  |
| 2: Shelter in Place  |  |  |
| 3: Medical Documentation |  |  |
| 4: Use of Volunteers  |  |  |
| **Section 3: Communications Plan** |
| Communications Plan |  |  |
| **Section 4: Training and Exercises**  |
| Master Emergency Management Program Calendar  |  |  |
| Training and Exercise Plan  |  |  |
| Comprehensive After-Action Report and Improvement Plan |  |  |
| **Section 5: Incident Command System** |
| Hospital Incident Command System Overview  |  |  |
| Incident Command System and Hospital Incident Command System Forms  |  |  |
| All Hazards Job Action Sheets |  |  |
| **Response Plans and Guides** |
| 1. Active Shooter Response Plan
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| 1. Earthquake Response Plan
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| 1. Emerging Infectious Disease Response Plan (required by CMS)
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| 1. External Flood Response Plan
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| 1. Fire Response Plan
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| 1. Information Technology Response Guide
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| 1. Severe Weather Response Plan
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| 1. Workplace Violence Response Plan
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