



# HARVARD SCHOOL OF PUBLIC HEALTH

## Center for Public Health Preparedness

### Emergency Preparedness Checklist for Public Health Personnel

*This checklist is intended for use by all public health personnel at the state and local level. It is recommended that you review this document once every six months, and discuss any questions that may arise with your supervisor.*

- Locate the current emergency response plan used by your agency/office.
- Familiarize yourself with the plan, and carefully read all sections that are relevant to your position.
- Describe your functional role during a public health emergency. Write out this description and list all related responsibilities. Review this with your supervisor and revise as needed.
- Review the plan to determine how you will be notified in the event of an emergency, and how you will know if your position is activated.
- Review your agency's contact list, and confirm that your personal contact information is current and accurate.
- Describe the chain of command in your agency during a public health emergency.
- Identify any communications equipment and systems you may be required to use during an emergency. Such equipment may include: conventional telephones, cellular phones, push-to-talk cellular phones, 2-way radios, satellite phones, broadcast email system, fax machine, and runners. Familiarize yourself with all relevant equipment.
- Identify the designated spokesperson for your agency.
- Prepare your own home emergency plan, and review this regularly with family, friends, and/or neighbors.