Planning Resource Checklist

Understanding your role and the roles of others is key in emergency management planning. The planning process should include a broad representation of skills and expertise necessary to support the work involved in the development of emergency management plans. Complete the following planning resource checklist to assess and evaluate your team's readiness.

Key Areas to Consider

Establish a Planning Team	Yes	No	Action Required
Do you have a program administrative leader identified and assigned who is accountable for the development of a CKD Emergency Management Plan?	☐	☐	
Do you have a Physician Leader (Nephrologist) who will provide medical advice and direction as required throughout the planning process?	☐	☐	
Does your team membership include individuals who have direct accountability to deliver patient care within your program?	☐	☐	
Does your team membership include individuals who have indirect accountability to support the delivery of patient care within your organization?	☐	☐	

Establish a Planning Team (Cont'd.)	Yes	No	Action Required
Will your planning team include a CKD patient representative?	☐	☐	
Will your planning team include any representatives from the local municipalities and/or emergency service providers? (i.e. Public Utilities, Emergency Medical Services)	☐	☐	
Will there be a need to expand your team's membership to include ad-hoc members, not previously listed, to support the planning process?	☐	☐	
Have all identified team members been successfully recruited to support the planning process?	☐	☐	

Define Team Roles and Responsibilities	Yes	No	Action Required
Using the RACI model for each team member identified, have you clearly identified their roles and responsibilities as it relates to the planning process?	☐	☐	

Establish a Governance Framework	Yes	No	Action Required
Do you have an existing governance framework that works well for your renal program during a planning process?	☐	☐	
Do you have an Executive Sponsor for the CKD emergency management planning process?	☐	☐	

Establish a Governance Framework (Cont'd.)	Yes	No	Action Required
Will your planning team include small working groups who will address a specific issue or plan requirements; and, who have accountability to report back to the broader planning team?	☐	☐	
Is your decision-making process clear?	☐	☐	
Have you considered how conflict will be resolved amongst the team throughout the planning process?	☐	☐	

Establish Meeting Timelines and Deliverables	Yes	No	Action Required
Have you determined the frequency of planning meetings?	☐	☐	
Have you scheduled meetings well enough in advance to ensure adequate attendance?	☐	☐	
Do you have standard tools/resources (i.e. Agenda, Meeting Minutes) to support meeting effectiveness?	☐	☐	

Notes