

The Final Checklist

Understanding your role and the roles of others is key in emergency management planning. The planning process should include a series of assessments, analyses and prioritization exercises designed to focus planning effort and requirements in order to produce a comprehensive emergency management plan designed to meet the needs of the local CKD Program and population. **The Final Checklist** can be used as a reminder to ensure the various steps, activities and key actions presented throughout The Guide are addressed.

Key Activities and Actions

Step 1 – Establish a Planning Team and Process	Initiated	Complete	Notes
Administrative and Physician CKD EMP leaders identified.	<input type="checkbox"/>	<input type="checkbox"/>	
Planning team membership; roles and responsibilities established.	<input type="checkbox"/>	<input type="checkbox"/>	
Executive sponsorship for Planning team secured.	<input type="checkbox"/>	<input type="checkbox"/>	
Governance Framework established and operational.	<input type="checkbox"/>	<input type="checkbox"/>	
Review of existing emergency management plans, policies and/or procedures completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines and key deliverables for planning team established.	<input type="checkbox"/>	<input type="checkbox"/>	

Step 2 – Complete a Program Capacity and Capabilities Assessment	Initiated	Complete	Notes
Renal program Clinical Services Listing review and documentation completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Priority Patient Groups identified.	<input type="checkbox"/>	<input type="checkbox"/>	
Triage and Screening processes identified.	<input type="checkbox"/>	<input type="checkbox"/>	
CKD surge demand and capabilities assessment completed and opportunities for improvement identified.	<input type="checkbox"/>	<input type="checkbox"/>	
CKD critical infrastructure assessment complete and potential hazards and risks identified and contingency planning commenced.	<input type="checkbox"/>	<input type="checkbox"/>	
Renal dialysis capital equipment inventory listing completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Renal product consumables (supplies) assessment complete with contingency planning underway.	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency supply and process for re-supply of renal consumable products established.	<input type="checkbox"/>	<input type="checkbox"/>	
Results of Program Capabilities and Capacity Assessment shared with senior leaders for feedback and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	

Step 3 – Conduct a CKD HIRA	Initiated	Complete	Notes
CKD HIRA complete and local hazards and risks identified.	<input type="checkbox"/>	<input type="checkbox"/>	
CKD HIRA complete and local hazards and risks prioritized and planning requirements identified.	<input type="checkbox"/>	<input type="checkbox"/>	
Results of CKD HIRA shared with senior leaders for feedback and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	
Step 4 – Develop a CKD EMP	Initiated	Complete	Notes
Develop detailed documentation of Priority Clinical Services available during an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop detailed documentation for Priority Patient Groupings.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop policies and procedures for local Triage and Screening of CKD Patients in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop detailed contingency plans to maintain critical infrastructure including emergency power and water supplies.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop detailed contingency plans to maintain other critical infrastructure services including: biohazard waste removal, laboratory and radiology services as required.	<input type="checkbox"/>	<input type="checkbox"/>	

Step 4 – Develop a CKD EMP (Con’t)	Initiated	Complete	Notes
Develop contingency plans necessary to mitigate, prevent or prepare for identified hazards and risks based on the CKD HIRA.	<input type="checkbox"/>	<input type="checkbox"/>	
Define and develop the necessary processes and procedures to support a minimum level of emergency dialysis equipment and supply required to ensure continuity of clinical care during an emergency event.	<input type="checkbox"/>	<input type="checkbox"/>	
Define the minimum emergency staffing requirements, key roles and responsibilities by identified priority service areas for use in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	
Identify and develop contingency plans to utilize alternative sites of clinical care in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop capabilities to ensure rapid transport of patients and staff to support emergency transfers to in-patient units; and, emergency transfers of patients and staff to alternative sites of care.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop an emergency CKD specific communication plan for staff, patients and families.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a comprehensive training and education program for staff, patients, caregivers and volunteers.	<input type="checkbox"/>	<input type="checkbox"/>	

Step 4 – Develop a CKD EMP (Con’t)	Initiated	Complete	Notes
Identify and detail potential resource and support available from other local, regional and provincial partners and consider who to incorporate into local CKD plans.	<input type="checkbox"/>	<input type="checkbox"/>	
Compile all identified CKD EMP content into formal documentation formats as per local requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish and conduct annual reviews of local CKD EMP to identify opportunities for continuous improvement.	<input type="checkbox"/>	<input type="checkbox"/>	