

Rating	Action Taken	Level of Integration	Rating	
1	Great idea, had not even thought about it before	Worked in isolation or competition	1	
2	Concerned about it	Have communicated and shared what we think is mutually beneficial	2	
3	Started to work seriously on the issue	Are working in cooperation with some partners and attempting to coordinate	3	
4	Have built solutions and evaluated them through an exercise	Have a permanent joint planning group with most partners, sharing resources and	4	
5	Have well established solutions that have been evaluated and validated by more than one annual cycle of testing/exercises	Have an integrated, synchronized set of processes and resources, working one level up and down, and understanding two levels up and down	5	
Item	Action Required	Weight	Enter Your 1-5 Rating Here	Adjusted Score
<b>Section 1</b>	<b>Self Evaluation - Governance</b>			
1	Have an <b>Annual Governance Process</b> for Emergency Management (All Hazards) that engages highest levels of leadership in my organization.	3		0
2	Have an <b>Annual Governance Process</b> for Pandemic Influenza that engages highest levels of leadership in my organization.	4		0
3	Have a process and systems to permit <b>Rapid/Instant Conferencing – Audio and Video</b> .	1		0
4	Have <b>Standardized Information and Decision Briefings</b> designed to ensure accuracy and completeness while respecting conciseness, in emergency situations.	1		0
5	Have <b>non-conflicting, timely and effective legislation/policy</b> that enacts appropriate powers in times of emergency.	1		0
			<b>SUM</b>	0

Section 2		Self Evaluation - Operations			
1	Have a <b>standardized emergency management structure and operational process</b> for all hazards.	2		0	
2	Have an <b>Operations Centre</b> capable of linking my daily operations in <b>all activities and functions</b> across my organization.	2		0	
3	Have the ability to rapidly establish an <b>Operations Centre</b> for <b>Pandemic Influenza</b> that engages <b>all activities and functions</b> across my organization.	1		0	
4	Have a process and systems to permit operations <b>internal rapid Conferencing – Audio and Video</b> .	1		0	
5	Have the ability to rapidly pass <b>operational essential information</b> and direction to <b>every employee</b> in my organization.	1		0	
6	Have systems and protocols <b>to communicate operational information</b> rapidly and routinely with all <b>partner agencies – lateral and vertically</b> – in my area of business.	1		0	
7	Have systems and protocols to pass <b>operational information to my stakeholders</b> .	1		0	
8	Can alert/recall employees extremely rapidly and <b>routinely exercise the system</b> .	1		0	
				<b>SUM</b>	0
Section 3		Self Evaluation - Plans			
1	Have an <b>all-hazards emergency management plan</b> for my organization, which is <b>annually amended</b> .	2		0	
2	Have an <b>pandemic influenza emergency plan</b> for my organization, which is <b>annually amended</b> .	3		0	
3	Have a standardized and routinely used <b>planning process</b> in my organization for complex multi agency challenges.	2		0	
4	Have an <b>annually reviewed business continuity plan</b> , that identifies my <b>critical activities</b> and has proven methods to sustain them, <b>when impacted by multiple hazards</b> .	2		0	
5	Routinely include <b>my partners and stakeholders</b> in my planning process	1		0	
				<b>SUM</b>	0
Section 4		Self Evaluation - Information/Intelligence			
1	Have a solid <b>risk analysis process</b> , for all hazards which may affect my organization, which is <b>annually conducted</b> .	1		0	
2	Have a system <b>to monitor all hazards</b> on an appropriately routine basis which may affect my operations.	1		0	
3	Have a system <b>to monitor the pandemic influenza and my employees operations</b> on an appropriately routine basis which may affect my operations.	1		0	
4	Have a process/protocols that require my intelligence process <b>to be integrated</b> into my operations and governance processes.	1		0	
				<b>SUM</b>	0

Section 5 Self Evaluation - Logistics				
1	Have a dedicated logistics process and staff, which is linked in full routine partnership with my operations staff.	1		0
2	Have a system(s) to monitor, report and manage resources, routinely and when impacted by hazards, including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Supplies</li> <li>• Infrastructure</li> <li>• Finances</li> <li>• Publications</li> <li>• Information/Communications Technology.</li> </ul>	7		0
3	My Pandemic Influenza Plan includes the appropriate process/protocol to prepare for and adjust the management of these seven resources.	2		0
			SUM	0
Section 6 Self Evaluation - Communications				
1	Have a professional communications organization, with effective protocols and abilities in all forms of written, oral and visual communications	1		0
2	Have designed, tested and routinely uses communications systems, with effective protocols in support of my <b>Board/Elected Officials</b> , to ensure they are well informed and prepared to act as competent authority during an emergency situation.	2		0
3	Have designed, tested and routinely uses communications systems, with effective protocols in support of my <b>members/employees</b> , to ensure they are well informed and prepared to act efficiently and effectively during an emergency situation	1		0
4	Have designed, tested and routinely uses communications systems with effective plans, programs and protocols to support <b>families of my members/employees</b> , to ensure they are well informed, cared for and able to continue to support my members/employees to do their functions.	1		0
5	Have designed, tested and routinely uses communications systems and protocols in support of <b>Partners – horizontal &amp; vertical</b> , to ensure they are well informed and prepared to act efficiently and effectively with us during an emergency situation..	1		0
6	Have designed, tested and routinely uses communications systems and protocols in support of my <b>Stakeholders</b> , to ensure they are well informed and able to act in an informed manner with respect to my services during an emergency.	2		0
7	My communications staff have a full pandemic influenza plan to ensure their own ability to continue to operate, as well as pre-prepared messaging & packages, to support all of the above requirements.	1		0
8	Have well established communications systems ( <b>protocols and devices</b> ) to support all of the above.	1		0
			SUM	0

Section 7 Self Evaluation - Financial Management				
1	Have a professional financial management system, with a dedicated plan for provision of financial services and assets in an emergencies including: <ul style="list-style-type: none"> <li>• cash</li> <li>• cheques</li> <li>• invoicing</li> <li>• financial management</li> <li>• financial advice</li> <li>• financial estimates and projections</li> </ul>	2		0
2	Have the capability to rapidly establish a Disaster Recovery Group, to perform financial support for the impact of an emergency on my organization and appropriate partner and stakeholder groups.	1		0
3	The Financial Management group have a pandemic influenza plan and has evaluated and validated it with all partners in my organization and their supporting agencies.	3		0
<b>SUM</b>				0
Section 8 Self Evaluation - Administration				
1	Have policy, plans and protocols for the emergency employment of staff.	1		0
2	Have policy, plans and protocols for the emergency employment of staff outside of their regular employment (cross-training, accreditation/certification, OH&S, compensation).	1		0
3	Have policy, plans and protocols for the emergency employment of surge/replacement staff capability, including recognition of other jurisdictions appropriate credentials/certification.	1		0
4	Have a professional records management policy, with clearly identified vital records and a system to ensure their availability in an emergency.	1		0
5	Have a plan to ensure adequate clerical/administrative support in an emergency	1		0
<b>SUM</b>				0
Section 9 Self Evaluation - Public / Private Sector Coordination				
1	Have policy, plans and protocols for appropriate governance during an emergency with respective Public/Private agencies.	1		0
2	Have policy, plans and protocols for appropriate operational/planning coordination during an emergency with respective Public/Private agencies.	1		0
3	Have policy, plans and protocols for appropriate information sharing/collaboration during an emergency with respective Public/Private agencies..	1		0
4	Have policy, plans and protocols for logistical support sharing/collaboration during an emergency with respective Public/Private agencies..	1		0
5	Have policy, plans and protocols for communications sharing/collaboration during an emergency with respective Public/Private agencies..	1		0
<b>SUM</b>				0

Section 10 Self Evaluation - Training				
1	Have performs routine public awareness training for my area of responsibility, and is prepared to provide additional training for the impact of a Pandemic Influenza on my services and	1		0
2	Have performs routine emergency management training for my employees, with respect to their roles/potential roles and responsibilities during times of an emergency.	2		0
3	Gives specialist training in emergency management to key leadership appointments.	1		0
4	Performs routine family awareness training for my employees families, with respect to my organizations operations during times of an emergency, and has/is prepared to provide additional training for the impact of a Pandemic Influenza.	1		0
5	Annually (or more frequently) exercise our all hazards emergency management plan(s), evaluating our plan(s) and validating its effectiveness: • Internally • With all partners.	2		0
6	Annually exercise our pandemic influenza plan, evaluating our plan and validating its effectiveness: • Internally • With all partners..	2		0
7	Have a Lessons Learned Process, which is aggressively utilized following every training session, exercise or real event, ensuring that appropriate policy, plans and procedures are amended and re-evaluated and validated.	1		0
			<b>SUM</b>	<b>0</b>
Summary of Totals				
Item	Action Required	Weight	Score	
1	Governance	1	0	
2	Operations	1	0	
3	Plans	1	0	
4	Information/Intelligence	1	0	
5	Logistics	1	0	
6	Communications	1	0	
7	Financial Management	1	0	
8	Administration	1	0	
9	Public/Private Sector Coordination	1	0	
10	Training	1	0	
<b>YOUR SCORE</b>				<b>0</b>
<b>Your Score</b>		<b>Pandemic Preparedness Grade</b>		
<b>0 - 200</b>		<b>F</b>		
<b>200 - 250</b>		<b>D</b>		
<b>250 - 300</b>		<b>C</b>		
<b>300 - 350</b>		<b>B</b>		
<b>350 - 400</b>		<b>A</b>		

