



TOOLKIT 6 · EMERGENCY PREPAREDNESS · TOOL 1 OF 5

Hospital Emergency Readiness Checklist

Nine components, thirty-six questions — the WHO hospital emergency response checklist condensed to one sheet. Yes, partly, no; then the gaps become the plan

Facility · date · completed by · next review

Component and question	Yes	Partly	No	Responsible / by when
1 · Command and control				
Emergency management committee exists, meets quarterly, has a chair with authority	☐	☐	☐	
Incident command structure with named roles and deputies (Tool 2)	☐	☐	☐	
Emergency operations centre location identified, equipped, tested	☐	☐	☐	
Activation and stand-down criteria written and known to duty managers	☐	☐	☐	
2 · Communication				
Internal alert cascade (who calls whom) written and tested in the last 6 months	☐	☐	☐	
Contact list of staff, key suppliers, ambulance, police, fire, health authority — updated quarterly	☐	☐	☐	
Backup communication (radio, satellite phone, runners) available	☐	☐	☐	
Spokesperson designated; public-information template ready	☐	☐	☐	
3 · Safety and security				
Access control plan for surge (single entry, credential check)	☐	☐	☐	
Fire evacuation plan and routes marked; drill in the last 12 months (Tool 3)	☐	☐	☐	
Hazardous materials and decontamination area identified	☐	☐	☐	
Staff and family safety arrangements (rest, food, child care) planned	☐	☐	☐	
4 · Triage				

Component and question	Yes	Partly	No	Responsible / by when
Triage protocol adopted (e.g. START) and triage area designated	☐	☐	☐	
Triage staff trained in the last 12 months; tags and cards stocked	☐	☐	☐	
Patient tracking system for mass casualties (Tool 4)	☐	☐	☐	
5 · Surge capacity				
Bed-expansion plan: which areas convert, to how many beds, in how long	☐	☐	☐	
Early-discharge and transfer criteria written	☐	☐	☐	
Additional staff call-in list and off-duty roster	☐	☐	☐	
Alternative care sites identified with agreements	☐	☐	☐	
6 · Continuity of essential services				
Backup power tested monthly; fuel for 72 hours	☐	☐	☐	
Water reserve for 72 hours; alternative supply agreed	☐	☐	☐	
Oxygen, blood, dialysis, laboratory, sterilisation continuity plans	☐	☐	☐	
Medical records available if IT fails (paper fallback)	☐	☐	☐	
7 · Human resources				
Staff roles in emergency assigned and known	☐	☐	☐	
Volunteer and student roles defined; credential check	☐	☐	☐	
Psychosocial support for staff planned	☐	☐	☐	
8 · Logistics and supply				
Emergency stock list: 72-hour supply of critical drugs, IV fluids, dressings, PPE — checked quarterly	☐	☐	☐	
Supplier emergency contacts and priority agreements	☐	☐	☐	
Transport and ambulance arrangements	☐	☐	☐	
9 · Recovery				
Damage assessment and return-to-normal criteria	☐	☐	☐	

Component and question	Yes	Partly	No	Responsible / by when
Debrief and after-action review process (Tool 5)	☐	☐	☐	
Staff and community communication after the event	☐	☐	☐	
Score: Yes = 2 · Partly = 1 · No = 0. Total _____ / 72	< 36: not ready — plan urgent · 36–54: partly ready · > 54: ready, maintain			

Condensed from the WHO Hospital Emergency Response Checklist (2011) and the Hospital Safety Index. The full checklist has 91 items; this edition keeps the nine components and the items a small or transitional hospital can act on first.

ASF standards: Standard 3 — emergency preparedness; Crisis and Transitional categories (adapted means of verification)