

AMERICAN ACADEMY OF PEDIATRICS

Chapter Preparedness Checklist

(last updated 6/5/2018)

Below, please find suggested action steps to guide AAP Chapters in improving disaster readiness and business continuity in disaster or emergency situations.

Planning

- Chapter leaders have met to discuss preparedness planning.
- Members have participated in disaster planning discussions, and action steps have been identified.
- Chapter has identified a point of contact to review the Template for AAP Chapter Disaster Plans and to begin work to develop a written plan. Email DisasterReady@aap.org for an updated copy.
- Chapter has a completed a written disaster plan.
- Chapter reviews or practices its disaster plan annually.
- Effort is made to form and maintain relationships with state public health, Medicaid office, and Emergency Medical Services for Children contacts before a disaster.
- Chapter has catalogued its resources and has made these available to other AAP chapters (e.g., written disaster plan, needs assessment questions, other resources).
- Have reviewed AAP disaster preparedness resources for chapters.

Business Continuity

- Use Web-based systems (or cloud storage) to store chapter records.
- Have an established contract or agreement with an information technology company to back-up files or secure other support.
- Paper/printed records are scanned and saved.
- Chapter maintains a listing or collection of important records that can be accessed remotely in the event of a disaster. (A notebook or printed copy might be helpful in certain situations.)
- Staff or chapter leaders are cross-trained on accessing important records and standard operating procedures.
- Chain of command is in place that delineates responsibility for financial decisions and contingency leadership plans (in case the Executive Director or President are not available).
- Have conducted a threat matrix or have reviewed declared disasters to become aware of the most likely hazards that would impact chapter operations or provision of pediatric care.

AAP Disaster Planning: Checklist for Chapters

Communication

- Chapter has developed a list of key contacts (pediatric leaders, pediatric experts, public health contacts, vendors, others) to facilitate communication in an emergency.
- There is a known mechanism in place to immediately connect with chapter members that does not rely on routine communication system (e.g., electronic mailing list, telephone tree).
- Have discussed the chapter's plan to conduct a needs assessment of members/children they serve in a disaster. The AAP Disaster Preparedness Advisory Council can provide a sample assessment.
- Chapter members receive information from various/important listservs (AAP, federal, other). For examples, see: www.aap.org/disasters/ReportsAndNewsletters.
- Chapter includes important disaster preparedness and response resources on its Web site.
- Chapter has a plan to connect/communicate with District leadership, neighboring chapters, and national AAP in case assistance is needed during a disaster.

Expertise

- Chapter reports on disaster planning efforts in annual report.
- Chapter reports on disaster planning or discusses disaster topics in annual meetings.
- Chapter/member participates in emergency readiness/disaster preparedness committee or task force to represent children's issues during disaster planning.
- Chapter maintains list of pediatric experts to consult with in an emergency (e.g., disaster preparedness, emergency medicine, infectious diseases, vaccine administration).
- Chapter has initiatives or resources to help members to enhance hospital preparedness, office preparedness, and/or physician wellness in a disaster.
- There are 1 or more identified Chapter Contacts for Disaster Preparedness.
- AAP chapter leaders know who the Chapter Contact(s) are, and communication is ongoing.
- Chapter Contact(s) are asked to submit reports, write articles, or attend meetings.
- Chapter Contact(s) connect with chapter leaders to report on, consult about their efforts.