

## 4 STEPS TO SUCCESS

### Using the Health Check to improve your Emergency Management Readiness

The Health Check Guide will assist you in participating in the Health Check by following our recommended steps to success.

All references to guides and templates can be found on the Health Check resource website [www.emhealthcheck.com.au](http://www.emhealthcheck.com.au)

Here's a summary of the 4 Steps contained in the Health Check Guide.

### Use this Quick Check List to track your progress:

#### 1) Preparation

- Review background and reference material on the project via the website
- Review the Health Check Guide for information on how to participate in this initiative
- Review the Stakeholder Briefing Template
- Review the recommended Stakeholder Engagement Process for completion of the Tool
- Request your Council ID Authenticator via [info@emhealthcheck.com.au](mailto:info@emhealthcheck.com.au)

#### 2) Engagement

- Develop your Stakeholder Briefing document
- Develop your Stakeholder Engagement Plan
- Facilitate meetings or workshops with key stakeholders to review the Health Check
- Collate feedback and agree responses via the Offline Health Check Questionnaire

#### 3) Completion

- Complete the Online Health Check Tool using your Council ID Authenticator
- Submit responses and indicate email address to receive reports
- Receive reports via secure link in email

#### 4) Action

- Review the suggested actions contained in the Detailed Report and Health Check Guide
- Use the Improvement Plan Template to create your action plans based on the outcomes
- Develop an Executive Report to present to the General Manager and Senior Staff
- Use the Project Template to present improvement programs for review and approval