# Appendix 4E – Observers Checklist

Heatwave Discussion Exercise

## Exercise [Name] – Observers Checklist

Exercise observers can use the below checklist to record observations during the exercise.

## Objectives & Standards / Measures

### Objective 1

Ensure LEMC / REMC and EOC procedures are established for effective heatwave response.

1. LEMC/REMC identifies and references the relevant local or regional emergency plan
2. Actions are implemented in alignment with the relevant local or regional emergency plans

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

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### Objective 2

Assess the scope and effectiveness of heatwave procedures to handle diverse scenarios.

1. Relevant emergency procedures provide clear guidance to support decision-making in dynamic and evolving emergency situations
2. Procedures enable actions and decisions that are practical, adaptive, and realistic in response to the unfolding emergency

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 3

Confirm that all relevant stakeholders are familiar with the heatwave response procedures.

1. All participants and stakeholders are aware of the relevant emergency plans and know where to access them

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 4

Identify gaps or weaknesses in LEMC / REMC and EOC procedures for heatwave scenarios.

1. Procedural gaps are identified and documented in the relevant evaluation collection tools

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 5

Verify alignment of LEMC / REMC and EOC procedures with the updated NSW State Heatwave Sub Plan.

1. All participants are aware of the updated Heatwave Sub Plan, including the designation of NSW Ambulance as the combat agency
2. Responses, actions, and decisions during the exercise align with the methodology and content of the updated Heatwave Sub Plan

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 6

Identify training, skills, or capability gaps among LEMC / REMC and EOC members.

1. Training, skills and capabilities gaps among LEMC/REMC members are identified and documented during the exercise
2. Communication gaps among LEMC/REMC members are identified and documented during the exercise
3. Any delays or inefficiencies in response actions are observed and recorded for further analysis
4. Decision-making challenges under simulated emergency conditions are identified and logged by evaluators
5. A method or plan for addressing identified shortfalls is proposed and documented

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 7

Identify resource and logistical gaps within LEMC / REMC for heatwave response readiness.

1. Resource or logistical shortfalls, such as equipment or personnel limitations, are noted in relevant evaluation tools
2. A method or plan for addressing identified shortfalls is proposed and documented

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes: