

**Emergency Management
Capabilities Assessment Checklist**

County _____

Reviewer _____

This checklist is designed to provide a guide to the members of the Capability Assessment Team when conducting an assessment of a county's ability to carry out critical functions during an emergency or disaster situation.

The Capability Assessment is a vital part of the overall review of local Comprehensive Emergency Management Plans. These plans are reviewed by the state to ensure compliance with 9G6 of the Florida Administrative Code (FAC) on a four (4) year review cycle. Each county is required by contract to conduct exercises and drills on an annual basis. These exercise and drills, plus the actual events that will occur over a 4 year period, will provide ample opportunity for the capability assessment team which is comprised of (at a minimum) the area coordinator and the field operations manager, to evaluate the functions outlined in this assessment.

There are three (3) rating areas in the assessment; satisfactory, needs improvement or deficient. A satisfactory rating requires no action. Those areas indicated as needing improvement are essentially recommendations for improving a certain aspect of the particular function. A rating indicating an area of the function or the overall function is deficient must be corrected in accordance with the requirements of 9G6 FAC. This requires that the deficiency be corrected or a work plan developed to correct the deficiency within 60 days.

Those functions that were not evaluated during prior to a scheduled plan review, will be evaluated during the 60 day time frame prior to the scheduled review of the local Comprehensive Emergency Management Plan. Prior to the assessment being presented to the CEMP review team leader, the area coordinator, field operations manager and the local emergency management director will sign the evaluation indicating their concurrence with the ratings. The signed evaluation will be provided to the CEMP team leader.

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C. Emergency Operations Center Operations	Satisfactory	Needs Improvement	Deficient
1. County has established procedures for activation of the EOC and activation can be accomplished in 1 hour or less.			
2. Demonstrate the ability to request needed resources (i.e. equipment, RRT personnel, etc.) and track missions effectively.			
3. Demonstrate the ability to communicate vital information, situation reports, etc. to the SEOC via the internet, have e-mail capability and satellite back up.			
4. Primary EOC and alternate EOC have back up power and regularly scheduled test are conducted (demonstrate)			
5. Procedures are established for re-location of EOC if necessary.			
6. Demonstrate or provide procedures for the coordination of response and recovery activities, declaring a state of emergency and coordination with municipalities.			
7. Ensure 24 hour operational capability of the EOC. staffing, feeding, fuel for generators, etc.			
8. Provide the organizational chart in place that defines day to day operations, emergency operations, each agency's role and responsibility and the coordination between local agencies and the agencies/functions in SEOC(ESF's)			
9. County has established pre-disaster contracts, MOU/MOA or has data base of local vendors who can provide essential resources(water, ice, generators, etc)following a disaster.			

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Comments:

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D. Emergency Public Information/Public Information	Satisfactory	Needs Improvement	Deficient
1. Procedures are established and regular test are conducted of the public information system, including the operational readiness of the Emergency Alert System(EAS), emergency information lines (rumor control) joint information centers/media room and NOAA Radio(through weather service).			
2. Public information system can provide essential information to those residents(general population, hearing impaired, special needs, non-english speaking) who are threatened by a potential or existing hazard.(suggested standard 100% of at risk population within 45 minutes)			
3. County has capability to keep evacuees(local evacuees who are leaving county, or evacuees who are coming into county when county is acting as host) aware of current information either in shelters or on highways.			
4. County has pre-scripted/sample(fill in the blanks) media releases and procedures for coordination of media releases.			
5. County has identified personnel who carry out responsibilities of public information officers.			
6. Procedures are in place that allows for the public information system to be activated at anytime day or night.			
Comments:			

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E. Impact Assessment(Human Needs)	Satisfactory	Needs Improvement	Deficient
1. Demonstrate that the county has established public, private and volunteer teams that will conduct assessments following a disaster on the needs of the victims (Food, water: minimum of 1 gallon of water per person, per day, medical, shelter, etc).			
2. Demonstrate that the county has identified those agencies who will coordinate with state's Rapid Impact Assessment Teams and have established procedures to analyze, compile the results of these assessments.			

Comments:

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G. Mass Care/Health & Medical/Food & Water	Satisfactory	Needs Improvement	Deficient
1. Identify who is responsible for establishment and coordination of comfort stations, feeding sites, distribution sites, staging areas and describe/demonstrate how the process is implemented and how often it is exercised.			
2. Identify who is responsible for health and medical activities to include: <ul style="list-style-type: none"> * Safety of Water Supplies * Proper Sanitation * Protection of food supplies * Medical and mortuary services * Prevention or controlling of epidemics * Crisis Counseling 			
3. Provide current shelter locations, capacities: <ul style="list-style-type: none"> • Risk Shelters (ARC 4496 compliant) • Host Shelters • Special Needs Shelters * Sufficient Shelter Managers 			
4. Demonstrate emergency power capability at shelters.			
5. Demonstrate/test the mobilization of staff to open shelters and to assemble needed resources to receive evacuees either from risk area or from outside the area.			
6. Provide procedures for alerting, transporting and registering those residents with special needs, including medical staff that will be necessary to assist special needs evacuation/sheltering.			
Comments:			

Emergency Management Capability Assessment Checklist

Overall Comments:

Signatures:		
_____	_____	____/____/____
County Emergency Management Director	DEM Area Coordinator	Date
_____	_____	____/____/____
Field Operations Manager	DEM CEMP Team Leader	Date
Definition of Terms:		
Satisfactory:	The county has demonstrated that within the limits of the resources available they can perform the functions identified in this assessment.	
Needs Improvement:	Within the limits of the resources available the county can perform the the functions identified in this assessment. However, there are some suggested/recommended improvements that can be made that would enhance their ability to perform these tasks.	
Deficiency:	The county cannot perform this task(s) and immediate steps need to be taken to correct the deficiency. Failure to do so may result in the issuance of a letter of non-compliance, IAW 9G6 of Florida Administrative Code (FAC).	