

Activity Worksheet: Interview Planning Leaders

Planning Team: Key members of past or current planning teams.

Review the list below and indicate which individuals or organizations participated on your jurisdiction's planning teams. Add any others not listed.

- Senior Official (elected or appointed)
- Emergency Manager
- Emergency Medical Services
- Fire Service
- Law Enforcement
- 911 Call Center
- Public Works
- Transportation
- Legal Counsel
- Public Health
- Acute Care/Hospital Representatives
- Hazardous Materials Coordinator
- Hazard Mitigation Specialist
- Agriculture Extension Service
- School, Colleges, and Universities
- Social Services
- Local, Federal Asset Representatives
- NGOs (includes members of National Voluntary Organizations Active in Disaster (NVOAD) and other private, nonprofit, faith-based, and community organizations)
- Local Business and Industry Representatives
- Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Services (RACES)
- Critical Infrastructure Owners and Operators, Including Utilities
- Veterinarians/Animal Shelter/Animal Control
- National Guard

Other:

Activity Worksheet: Interview Planning Leaders (Continued)

Community Participation: What community interests or groups were represented in the overall planning effort? (Below are examples; add others not listed.)

- Individuals with mobility, hearing, vision, speech, cognitive, or other disabilities
- Persons with other access and functional needs, such as:
 - Older adults
 - Children
 - People with limited English proficiency
 - Persons who have chronic medical conditions or pharmacological dependency
- Other:

Outreach Strategies: How were community representatives encouraged to participate in planning? (Below are examples; add others not listed.)

- Personal invitation
- Inclusion in training, exercises, or other preparedness activities
- Mailings, brochures, newsletters
- Development of informational materials in alternate formats and languages
- Surveys
- Radio, television
- Social media
- Community meetings and forums
- Open houses
- Networking at community events
- Other:

Activity Worksheet: Interview Planning Leaders (Continued)

Information Sharing: What kinds of processes were established for information sharing among team members?

Collaborative Planning: What strategies were successful in creating a collaborative approach to planning?

Improvements: What improvements in participation or process could improve the planning process?