

Checklist: Examples of Emergency Management Tasks

Predisaster Tasks	
Planning	<ul style="list-style-type: none"> <input type="checkbox"/> Developing and updating emergency operations plans <input type="checkbox"/> Developing special plans (e.g., mitigation, continuity of operations, other) <input type="checkbox"/> Developing standard operating procedures (SOPs) and coordinating SOPs with emergency plans <input type="checkbox"/> Ensuring that mutual aid agreements and other incident-related documents are up to date and implemented <input type="checkbox"/> Identifying strategies for mitigating risk
Response Readiness	<ul style="list-style-type: none"> <input type="checkbox"/> Recruiting volunteers <input type="checkbox"/> Conducting training <input type="checkbox"/> Identifying resource needs and sources of resources <input type="checkbox"/> Coordinating training and exercises with other participating organizations <input type="checkbox"/> Verifying that all systems and equipment function as intended <input type="checkbox"/> Keeping the Emergency Operations Center (EOC) fully stocked <input type="checkbox"/> Monitoring information sources on severe weather and other hazards <input type="checkbox"/> Validating policies, plans, and procedures through exercises
Administrative Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Attending meetings <input type="checkbox"/> Handling personnel matters (interviews, hiring, firing, personnel reviews, making work assignments, etc.) <input type="checkbox"/> Preparing/reviewing correspondence <input type="checkbox"/> Managing the budget <input type="checkbox"/> Writing grant applications <input type="checkbox"/> Preparing and presenting briefings <input type="checkbox"/> Completing financial reports
Logistical Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring interoperability of communications and information management systems <input type="checkbox"/> Gaining authorization for (or approving the purchase of) supplies and equipment <input type="checkbox"/> Overseeing installation of new systems and equipment <input type="checkbox"/> Ensuring ongoing maintenance of systems and equipment <input type="checkbox"/> Arranging training and exercise logistics <input type="checkbox"/> Ensuring that transportation and other needs are arranged
Relationship Building	<ul style="list-style-type: none"> <input type="checkbox"/> Building and maintaining relationships with: <ul style="list-style-type: none"> <input type="checkbox"/> Other levels of government <input type="checkbox"/> Response agencies in the jurisdiction <input type="checkbox"/> Other agencies and departments <input type="checkbox"/> Other jurisdictions <input type="checkbox"/> Elected and appointed officials <input type="checkbox"/> Volunteer organizations <input type="checkbox"/> Businesses and nonprofits in the community
Public Relations and Outreach	<ul style="list-style-type: none"> <input type="checkbox"/> Promoting the program to all stakeholders, including other EOC staff members <input type="checkbox"/> Developing and delivering preparedness information for the public <input type="checkbox"/> Attending public meetings and other venues to discuss emergency management-related issues <input type="checkbox"/> Developing and maintaining an emergency management Web site <input type="checkbox"/> Providing information to media representatives

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Response Tasks	
Coordination	<input type="checkbox"/> Acting as a liaison with other jurisdictions and levels of government <input type="checkbox"/> Supporting communications/messaging <input type="checkbox"/> Helping to resolve conflicting policies <input type="checkbox"/> Providing and prioritizing resource allocation <input type="checkbox"/> Managing public information issues and media requests
Providing Off-Site Support	<input type="checkbox"/> Providing legal and financial support <input type="checkbox"/> Authorizing emergency expenditures, when appropriate
Recovery Tasks	
Rebuilding	<input type="checkbox"/> Initiating damage assessments <input type="checkbox"/> Initiating long-term recovery plans <input type="checkbox"/> Developing and maintaining mitigation plans
Financial and Legal Tasks	<input type="checkbox"/> Paying invoices (bills for everything from equipment leases to plastic sheeting and bottled water must be paid for as agreed) <input type="checkbox"/> Auditing financial records to ensure that expenditures were made where appropriate and that no unauthorized funds were expended <input type="checkbox"/> Providing full incident documentation
Resource Management	<input type="checkbox"/> Coordinating with agencies to provide food and shelter <input type="checkbox"/> Coordinating with agencies to restore essential services (power, roads, etc.) <input type="checkbox"/> Providing critical incident stress debriefings before releasing personnel from an incident involving extremely long working hours, high-risk response efforts, or serious injuries or fatalities <input type="checkbox"/> Overseeing repair, refurbishment, and/or return of equipment <input type="checkbox"/> Ensuring that destroyed, worn out, and expendable equipment is replaced <input type="checkbox"/> Restocking the EOC
Postincident Tasks	
Lessons Learned	<input type="checkbox"/> Conducting incident debriefing <input type="checkbox"/> Developing corrective action plans <input type="checkbox"/> Coordinating implementation of Federal assistance <input type="checkbox"/> Training and exercising to ensure that functions, processes, and procedures work as intended <input type="checkbox"/> Implementing mitigation plans