

Emergency Management Program Functions Checklist

During day-to-day operations, emergency managers should carry out the following program functions:

- Threat/hazard monitoring:** Monitor information sources on natural, technological, and human-caused threats that could impact the jurisdiction. If a threat emerges, increase the intensity of monitoring so the jurisdiction remains ready to take action when needed.
- Plan development and revision:** Ensure that the jurisdiction has developed plans for building and sustaining capabilities through its comprehensive mitigation plan, emergency operations plan, and other planning documents and that all plans are kept current.
- Staff recruitment and training:** Ensure that staffing is available for routine and emergency responsibilities, and provide training to all personnel with assigned emergency management responsibilities.
- Planning and coordination of exercises:** Take charge of the jurisdiction's emergency management exercise program, through which the EOP is exercised on a regular basis. Include an evaluation and corrective action program to ensure that lessons learned from exercises are incorporated into plans and operations.
- Budgeting, accounting, and grant writing:** Prepare and submit budget requests and accounts for expenditures. Write grant applications for emergency management funding distributed by the Federal Government through the State.
- Relationship building:** Always remain in a relationship-building mode to build the foundation for cooperation when partners will need to work as a team. Ensure that the whole community—including individuals and households, nonprofit and private-sector organizations, and all levels of government—works together to keep the community safe.
- Public education:** Participate in community outreach programs before, during, and after emergencies to ensure that the public is well informed about the risks they face and the actions they can take to ensure their safety. This day-to-day function also enables the jurisdiction to implement emergency public information during an incident.
- Organizing for hazard mitigation:** Demonstrate leadership in identifying threats and hazards faced by the community and in planning strategies to reduce the effects of hazards that cannot be eliminated. Building community support for hazard mitigation projects takes time but reaps long-term rewards.
- Soliciting input on recovery planning:** Actively seek the input of the community on recovery plans as a means of meeting the needs of a diverse population and obtaining their buy-in for long-term recovery goals.
- Documenting, reporting, and managing information:** Ensure that operations are carefully documented and reported, that information privacy is maintained, and that a system is in place to share vital information with response partners during response operations.