

Emergency Management Tasks	
Predisaster Tasks	
Planning	<input type="checkbox"/> Develop and update emergency operations plans. <input type="checkbox"/> Develop special plans (e.g., mitigation, continuity of operations, other). <input type="checkbox"/> Develop standard operating procedures (SOPs) and coordinate SOPs with emergency plans. <input type="checkbox"/> Ensure that mutual aid agreements and other incident-related documents are up to date and implemented. <input type="checkbox"/> Identify strategies to mitigate risk.
Response Readiness	<input type="checkbox"/> Recruit volunteers. <input type="checkbox"/> Conduct training. <input type="checkbox"/> Identify resource needs and sources of resources. <input type="checkbox"/> Coordinate training and exercises with other participating organizations. <input type="checkbox"/> Verify that all systems and equipment function as intended. <input type="checkbox"/> Keep the Emergency Operations Center (EOC) fully stocked. <input type="checkbox"/> Monitor information sources on severe weather and other hazards. <input type="checkbox"/> Validate policies, plans, and procedures through exercises.
Administrative Tasks	<input type="checkbox"/> Attend meetings. <input type="checkbox"/> Handle personnel matters (interviews, hiring, firing, personnel reviews, making work assignments, etc.). <input type="checkbox"/> Prepare/review correspondence. <input type="checkbox"/> Manage the budget. <input type="checkbox"/> Write grant applications. <input type="checkbox"/> Prepare and present briefings. <input type="checkbox"/> Do financial reporting.
Logistical Tasks	<input type="checkbox"/> Ensure interoperability of communications and information management systems. <input type="checkbox"/> Gain authorization for (or approve the purchase of) supplies and equipment. <input type="checkbox"/> Oversee installation of new systems and equipment. <input type="checkbox"/> Ensure ongoing maintenance of systems and equipment. <input type="checkbox"/> Arrange training and exercise logistics. <input type="checkbox"/> Ensure that transportation and other needs are arranged.
Relationship Building	<input type="checkbox"/> Build and maintain 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	<input type="checkbox"/> "Sell" the program to all stakeholders, including other EOC staff members. <input type="checkbox"/> Develop and deliver preparedness information for the public. <input type="checkbox"/> Attend public meetings and other venues to discuss emergency management-related issues. <input type="checkbox"/> Develop and maintain an emergency management Web site. <input type="checkbox"/> Provide information to media representatives.

IS-1.a: Emergency Manager: An Orientation to the Position

Emergency Management Tasks (Continued)	
Incident Response Tasks	
Coordination	<ul style="list-style-type: none"><input type="checkbox"/> Act as a liaison with other jurisdictions and levels of government.<input type="checkbox"/> Support communications/messaging.<input type="checkbox"/> Help to resolve conflicting policies.<input type="checkbox"/> Provide and prioritize resource allocation.<input type="checkbox"/> Manage public information issues and media requests.
Providing Off-Site Support	<ul style="list-style-type: none"><input type="checkbox"/> Provide legal and financial support.<input type="checkbox"/> Authorize emergency expenditures, when appropriate.
Recovery Tasks	
Rebuilding	<ul style="list-style-type: none"><input type="checkbox"/> Initiate damage assessments.<input type="checkbox"/> Initiate short- and long-term recovery plans.<input type="checkbox"/> Coordinate mitigation planning.
Financial and Legal Tasks	<ul style="list-style-type: none"><input type="checkbox"/> Pay invoices (bills for everything from equipment leases to plastic sheeting and bottled water must be paid for as agreed).<input type="checkbox"/> Audit financial records to ensure that expenditures were made where appropriate and that no unauthorized funds were expended.<input type="checkbox"/> Provide full incident documentation.<input type="checkbox"/> Have a legal review of the incident records performed by the jurisdiction's legal counsel.
Resource Management	<ul style="list-style-type: none"><input type="checkbox"/> Coordinate with agencies provide food and shelter.<input type="checkbox"/> Coordinate with agencies to restore essential services (power, roads, etc.).<input type="checkbox"/> Provide 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"/> Oversee repair, refurbishment, and/or return of equipment.<input type="checkbox"/> Ensure that destroyed, worn out, and expendable equipment is replaced.<input type="checkbox"/> Restock the Emergency Operations Center.
Post-Incident Tasks	
Lessons Learned	<ul style="list-style-type: none"><input type="checkbox"/> Conduct incident debriefing.<input type="checkbox"/> Implement corrective action planning and plan revisions.<input type="checkbox"/> Coordinate implementation of Federal assistance.<input type="checkbox"/> Train and exercise to ensure that functions, processes, and procedures work as intended.<input type="checkbox"/> Implement mitigation plans.