

Emergency Management Preparedness Fundamentals: Checklist

Develop a Knowledge Base to Support Preparedness

- Do you know how preparedness doctrine impacts your organization?**
 - Presidential Policy Directive 8: National Preparedness
 - National Preparedness Goal
 - National Preparedness System
 - National Planning Frameworks
 - National Incident Management System
- Do you know where you can learn more about:**
 - Planning?
 - Organizing and equipping?
 - Training and exercising?
 - Education and outreach?

Preparedness refers to actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to:

- Prevent,
- Protect against,
- Mitigate the effects of,
- Respond to, and
- Recover from those threats that pose the greatest risk.

Examine Your Community's Preparedness for Emergencies

- Have you conducted a hazard and threat analysis?**
- Do your emergency preparations include:**
 - An emergency operations plan (EOP) and procedures for regularly updating it?
 - Identified potential resource needs and sources for obtaining them?
 - A system for managing resources, including acquiring, mobilizing, tracking, demobilizing, and inventorying?
 - A training and exercise program that develops and maintains capabilities needed to execute a wide range of incident management operations?
 - Provisions for regularly reviewing your emergency preparedness objectives, evaluating how well you are achieving them, and making necessary improvements?
- Are members of the community active partners in the community preparedness process?**
 - Do you educate community members about their role in preparedness?
 - Do they participate in the emergency planning process?
 - Have you tapped into the resources that local volunteer organizations can provide?
 - Do you keep the community informed about available training and volunteer opportunities?

Preparedness is implemented through a continual five-step cycle:

- Plan
- Organize/equip
- Train
- Exercise
- Evaluate/improve

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Review Your Process for Emergency Planning

- Are your planning procedures aligned with CPG 101: Developing and Maintaining Emergency Operations Plans?**
- Do you have systems and procedures for:**
 - Identifying potential members of a collaborative planning team?
 - Identifying sources of information about threats and hazards faced by your jurisdiction?
 - Assessing levels of risk posed by identified hazards in order to prioritize preparedness efforts?
 - Determining operational priorities and identifying preparedness goals and objectives?
 - Developing and analyzing potential courses of action and related resource needs?
 - Getting an emergency plan written, reviewed, and approved?
 - Providing training to ensure that personnel have the capabilities required to implement the plan?
 - Conducting exercises to test the effectiveness of completed plans?
 - Keeping plans regularly updated?
 - Tracking whether lessons learned through experience and exercising are translated into plan improvements?
 - Keeping the public informed of community planning efforts?

Planning for disasters is the cornerstone of emergency management.

Emergency planning is the process of risk-informed planning and decisionmaking by community stakeholders that results in the development of emergency operations plans (EOPs).

Prepare for Resource Management

- Do you have mutual aid agreements** that enable you to quickly obtain emergency assistance from neighboring jurisdictions and other potential response partners?
- Do you have systems and procedures for:**
 - Projecting resource needs based on your hazard and threat analysis?
 - Identifying sources, including:
 - Sources within the jurisdiction?
 - Mutual aid and assistance?
 - Other levels of government?
 - Volunteer organizations and private-sector sources?
 - Donations?
 - Ordering and acquiring needed resources?

Resources include personnel, supplies, equipment, and facilities.

Resource management provides a consistent way to identify the resources needed to meet incident objectives, acquire needed resources according to priority, and track resource availability and status.

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Prepare for Resource Management (Continued)

- Do you have systems and procedures for:**
 - Mobilizing resources, tracking, and reporting resources?
 - Recovering, demobilizing, and reimbursing for use of resources?
 - Developing and maintaining a resource inventory, including resource typing and personnel credentialing?
 - Determining interoperability of equipment resources?
 - Managing donations and volunteer assistance?

Prepare for Training and Exercising

- Is your training and exercise program aligned with the methodology outlined by the Homeland Security Exercise and Evaluation Program (HSEEP)?**
- Do you have systems and procedures for:**
 - Determining long-term training and exercise goals and objectives?
 - Engaging elected and appointed officials in the exercise program?
 - Creating a progressive, multiyear training and exercise plan?
 - Identifying members of a planning team?
 - Designing and developing training and exercises to achieve your identified goals and objectives?
 - Conducting training and exercises?
 - Evaluating training and exercises?
 - Translating lessons learned into measurable improvement steps?
 - Implementing and monitoring an improvement plan?
 - Sharing with others the lessons learned from training and exercising?

Training and exercising improve readiness by allowing you to:

- Evaluate operations and plans.
- Reinforce teamwork.
- Demonstrate the community's resolve to prepare for disasters.
- Clarify roles and responsibilities.
- Improve interagency coordination.
- Pinpoint resource gaps.
- Develop individual performance.
- Identify opportunities for improvement

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Prepare for Evaluation and Improvement

- Does your evaluation and improvement process align with the process outlined by HSEEP?
- Do you evaluate exercises as well as ongoing operations to identify needed improvements?
- Do you have systems and procedures for:
 - Organizing and training personnel to serve as exercise evaluators?
 - Planning strategies to evaluate whether goals and objectives are being achieved?
 - Documenting observations during exercises or actual operations?
 - Analyzing evaluation data to identify strengths and needed improvements?
 - Implementing corrective actions identified through evaluation?
 - Monitoring improvement progress to ensure that required capabilities are developed?
 - Sharing lessons learned and best practices with other jurisdictions?

Evaluation involves looking at performance to determine how it differs from expectations, and documenting strengths and opportunities for improvement.

Improvement involves planning and implementing needed changes to align performance with your goals and objectives.

Prepare for Education and Outreach

- Does your community preparedness program foster:
 - Collaboration with community leaders from all sectors?
 - Integration of nongovernment resources?
 - Personal/organizational preparedness by members of the community?
 - Volunteer service to provide ongoing support for community safety and critical surge capacity in response and recovery?

Preparedness is the shared responsibility of all levels of government, the private and nonprofit sectors, and individual citizens.

Education and outreach are designed to reach out to all partners in preparedness, educate them about their roles, and engage them in the preparedness process.

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Prepare for Education and Outreach (Continued)

- Does your approach to community preparedness align with the Whole Community doctrine?
- Do you have systems and procedures for:
 - Learning the actual needs of your entire community, including, for example, the following?
 - Individuals and households
 - Faith-based groups
 - Persons with disabilities and other access and functional needs
 - Non-English-proficient residents
 - Private businesses
 - Educational institutions
 - Nonprofit organizations
 - Government partners
 - Identifying community capabilities?
 - Engaging and empowering all parts of the community?
 - Strengthening what works well in your community on a daily basis?
 - Integrating nongovernmental assets and resources into your preparedness efforts?
 - Fostering relationships with community leaders?
 - Building and maintaining a community education and outreach program that includes a wide array of community activities?
 - Promoting volunteer service?

The FEMA doctrinal piece, *A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action*, issued December 2011, can be obtained at: www.fema.gov/library/viewrecord.do?id=4941

IS-909, *Community Preparedness: Implementing Simple Activities for Everyone*, provides a large selection of community activities that you can incorporate into an education and outreach program.