

Checklist: Examples of Emergency Management Tasks

Predisaster Tasks	
Planning	☐ Developing and updating emergency operations plans ☐ Developing special plans (e.g., mitigation, continuity of operations, other) ☐ Developing standard operating procedures (SOPs) and coordinating SOPs with emergency plans ☐ Ensuring that mutual aid agreements and other incident-related documents are up to date and implemented ☐ Identifying strategies for mitigating risk
Response Readiness	☐ Recruiting volunteers ☐ Conducting training ☐ Identifying resource needs and sources of resources ☐ Coordinating training and exercises with other participating organizations ☐ Verifying that all systems and equipment function as intended ☐ Keeping the Emergency Operations Center (EOC) fully stocked ☐ Monitoring information sources on severe weather and other hazards ☐ Validating policies, plans, and procedures through exercises
Administrative Tasks	☐ Attending meetings ☐ Handling personnel matters (interviews, hiring, firing, personnel reviews, making work assignments, etc.) ☐ Preparing/reviewing correspondence ☐ Managing the budget ☐ Writing grant applications ☐ Preparing and presenting briefings ☐ Completing financial reports
Logistical Tasks	☐ Ensuring interoperability of communications and information management systems ☐ Gaining authorization for (or approving the purchase of) supplies and equipment ☐ Overseeing installation of new systems and equipment ☐ Ensuring ongoing maintenance of systems and equipment ☐ Arranging training and exercise logistics ☐ Ensuring that transportation and other needs are arranged
Relationship Building	☐ Building and maintaining relationships with: ☐ Other levels of government ☐ Response agencies in the jurisdiction ☐ Other agencies and departments ☐ Other jurisdictions ☐ Elected and appointed officials ☐ Volunteer organizations ☐ Businesses and nonprofits in the community
Public Relations and Outreach	☐ Promoting the program to all stakeholders, including other EOC staff members ☐ Developing and delivering preparedness information for the public ☐ Attending public meetings and other venues to discuss emergency management-related issues ☐ Developing and maintaining an emergency management Web site ☐ Providing information to media representatives

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