

Capability Assessment Tools – User’s Guide

The Capability Assessment Tools were created to allow local jurisdictions to do a self-assessment of their emergency management preparedness and response capabilities. Assessment tools have been constructed for the following 24 capabilities:

- Administration and Finance
- Animal Disease and Control
- CBRNE Detection and Explosive Device Response
- Communication and Emergency Public Information
- Continuity of Operations
- Critical Infrastructure Protection
- Damage Assessment
- Direction, Control and Coordination
- Donations and Volunteer Management
- Economic and Community Recovery
- Emergency Public Safety and Security
- Engineering and Public Works and Debris Management
- Fire Incident Response and Search and Rescue
- Food and Agriculture and Animal Disease
- Hazard Identification, Analysis and Mitigation; and Risk Assessment
- Hazard-Specific and Natural Hazards Response
- Mass Care and Sheltering
- Public Education and Information
- Public Health and Medical Services
- Responder Health and Safety
- Resource Management and Logistics
- Training and Exercise
- Transportation
- Weapons of Mass Destruction and Hazardous Materials

Input/Element Sources

The Capability Assessment Tools were constructed using inputs and elements from the Ohio State Capabilities Assessment for Readiness (OSCAR) emergency management program analysis software, the National Fire Protection Association (NFPA) 1600: Standard on Disaster/Emergency Management and Business Continuity Programs, the Federal Emergency Management Agency’s Target Capability Lists (links to the TCLs are included in the tools as appropriate), the State of Ohio’s Plan Development and Review Guidance Checklist, and the Emergency Management Accreditation Program (EMAP).

Assessment Tool Sections

The Assessment Tools are divided into four sections:

Section 1.0 – A Capability Standard that is based on language from the sources listed above that presents a discussion of what the capability is expected to achieve.

Section 2.0 – Planning Capability Elements. For each of the assessment elements in this section and through the tool, the user enters an assessment rating of 1 through 5, according to the following common rating scale:

- 1- The jurisdiction has not started to develop this measure.
- 2- The jurisdiction has started to develop this measure, but we are not far along in the process.
- 3- The jurisdiction has developed this measure, but it needs to be improved.
- 4- The jurisdiction has fully developed this measure.
- 5- The jurisdiction has fully developed and tested this measure.

Section 3.0 – Operational Response Elements

The Tool automatically calculates an Assessment Rating for each element (the cells that end in “R” – ex. 1.3.R), and an additive assessment score for Sections 2.0 and 3.0 (in section 4.0). The cells in which these ratings are displayed are formatted to automatically be shaded, dependent of the assessment rating score, as either Red (0 – 50 assessment rating) , Yellow (51 – 79 assessment rating) or Green (80 – 100 assessment rating).

Section 4.0 – Capability Assessment

Section 4.0 automatically calculates (if all elements in the Planning and Operational sections have been addressed) an overall Planning and Operational Capability Assessment Rating. This Section also includes a list of eight Overall Capability Assessment elements to allow the user to determine an overall Capability Assessment Rating.

Considerations for Use of the Capability Assessment Tools

- The tools can be used by an individual, by an agency, by a group of agencies, or with Liaisons and/or Planners.
- Because each element is rated individually, the tool can be used modularly to assess elements individually, assess groups of elements, assess their overall planning and/or response capabilities, or assess their overall capabilities.
- Spaces are provided throughout the Tool to enter comments and/or notes for each element and for each assessment rating.
- The best source of further information is the Plans Branch page of the Ohio Emergency Management Agency’s website at: <http://www.ema.ohio.gov/LocalEOP.aspx>. This site offers detailed information and guidance for emergency operations planning and program development, and links to capability-building resources and guidance.