Emergency Management for Senior Officials: Checklist

Step 1: Understand the Emergency Management Mission

☐ Does your jurisdiction's emergency management mission:
  □ Promote coordination and integration?
  □ Include preparedness?
  □ Address all hazards?

☐ Do you integrate emergency management into daily decisions, not just during times of disaster?
While protecting the population is a primary responsibility of government, it cannot be accomplished without building partnerships among disciplines and across all sectors, including the private sector and the media.

Step 2: Review Your Authorities

☐ Do you know what your authorities are for:
  □ Developing and promulgating emergency plans and standards for emergency management?
  □ Proclaiming a state of emergency?
  □ Requesting assistance from other jurisdictions and the State?
  □ Disseminating information and warnings?
  □ Designating highways as emergency management routes?
  □ Imposing restrictions during an emergency (e.g., controlling traffic, closing or restricting areas, or imposing curfew)?
  □ Ordering evacuation and restricting reentry?

☐ Has your jurisdiction met requirements that:
  □ Officials are trained in emergency management?
  □ A local emergency operation plan is developed and maintained?
  □ A director of emergency management is appointed?
  □ The National Incident Management System (NIMS) is adopted?
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Step 3: Learn About Your Team

☐ Do you know:
  ☐ How the emergency management organization is structured?
  ☐ Emergency management roles and responsibilities?
  ☐ Reporting authorities?

☐ Have you met with:
  ☐ The emergency management director?
  ☐ Key department directors and staff?

Step 4: Review Your Plans and Resources

☐ Does your jurisdiction’s emergency operations plan (EOP):
  ☐ Address all hazards?
  ☐ Outline how all actions will be coordinated?
  ☐ Include plans for protecting the whole community?
  ☐ Detail who is responsible for carrying out specific actions?
  ☐ Identify the personnel, equipment, facilities, supplies, and other resources available?

☐ Does your jurisdiction have other types of plans that support and supplement the EOP, such as a:
  ☐ Preparedness plan?
  ☐ Continuity plan?
  ☐ Recovery plan?
  ☐ Mitigation plan
  ☐ Prevention and protection plan?
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Step 4: Review Your Plans and Resources (Continued)

☐ Have you visited these emergency management facilities?
  ☐ Communications/Dispatch Center: The agency or interagency dispatch center, 911 call center, or emergency control or command dispatch center that handles emergency calls from the public and communication with emergency management personnel.
  ☐ Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

☐ Does your jurisdiction have resource management procedures for:
  ☐ Describing, inventorying, requesting, and tracking resources?
  ☐ Activating and dispatching resources?
  ☐ Managing volunteers and donations?
  ☐ Demobilizing or recalling resources?
  ☐ Financial tracking, reimbursement, and reporting?

☐ Do mutual aid agreements:
  ☐ Provide a mechanism to quickly obtain emergency assistance from other jurisdictions or organizations?
  ☐ Specify request, response, and administrative procedures?

☐ Is training provided to:
  ☐ All personnel and partners with roles in emergency management?

☐ Are exercises used to:
  ☐ Test and evaluate plans, policies, and procedures?
  ☐ Identify resource gaps and shortfalls?
  ☐ Improve interagency coordination and communication?
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Step 5: Know How To Lead During a Crisis

☐ Are you prepared to lead during a crisis by:
  ☐ Delegating authority to on-scene responders?
  ☐ Instilling confidence in the public that the incident is being managed effectively?
  ☐ Making policy decisions and securing needed resources?
  ☐ Building partnerships and alliances?

☐ Do you know how to request additional resources from:
  ☐ The private sector and nongovernment organizations?
  ☐ Other jurisdictions?
  ☐ The State?

☐ Do you have public information procedures for:
  ☐ Disseminating accurate and timely information to the whole community?
  ☐ Ensuring consistency – that everyone is speaking with one voice?

Step 6: Promote Community Preparedness

☐ Does your community preparedness program foster:
  ☐ Collaboration with community leaders from all sectors for effective planning and capacity building?
  ☐ Integration of nongovernmental assets and resources into government plans, preparations, and disaster response?
  ☐ Individual and family preparedness on how to prevent, protect, mitigate, prepare for, and respond to all threats and hazards?
  ☐ Volunteer service for supporting community safety and critical surge capacity in response and recovery?