Local Emergency Management Inspection Checklist (TEMPLATE)

1. Emergency Management (EM) Program.
Appoint an Emergency Management Director.
Develop a job description for the EM Director.
Enact an Emergency Management Ordinance.
Adopt the National Incident Management System (NIMS) in Ordinance or Executive Order.
Provide an annual Emergency Management budget.
Attend quarterly County EMA meetings.
2. Emergency Management Planning and Operations
Identify the Natural and Human-Caused Hazards that could impact your community.
Identify the community's vulnerable populations.
Develop or update the municipal Emergency Operations Plan.
Establish, organize, and staff a municipal Emergency Operations Center (EOC).
Incorporate the Incident Command System (ICS) into first response operational procedures.
Develop procedures to assess and report the damage caused by disasters.
Develop procedures to gather and report disaster information for situational awareness.
Develop procedures for initiating recovery activities during the emergency response.
Develop procedures for requesting resources from the County EOC.
Develop procedures to track and document disaster response and recovery costs.
Develop procedures to acquire, maintain, and account for resources provided by County or State
Establish and test the emergency radio communications systems with the County EOC.

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3. <u>Hazard Mitigation</u>
Monitor the municipal mitigation measures identified in the County Hazard Mitigation Plan.
Provide inputs and updates to the County Hazard Mitigation Plan.
Approve the updated County Hazard Mitigation Plan.
Participate in the National Flood Insurance Program.
4. Resource Management
Identify your municipality's resource shortfalls.
Maintain an inventory of municipal emergency resources. Provide copy to County EMA biennially for inclusion in the County Resource Manual.
Determine what mutual aid is needed.
Develop mutual aid agreements.
Develop procedures for how emergency municipal expenditures will be accomplished.
Provide your EOC and Fire/Police Station with backup power generators.
5. <u>Training and Exercises</u>
Determine the emergency management training needs for municipal and public safety officials.
Develop an emergency management training schedule in coordination with County EMA.
Train municipal staff on Emergency Management topics (EOC Operations, NIMS & ICS).
Maintain training records that documents the EM training.
Participate in municipal public safety drills and County disaster exercises.
Conduct EOC tabletop exercises.
6. <u>Public Information</u>
Assign and train a public information officer.
Develop procedures to provide emergency information to the community's residents.

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