

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.

Local Emergency Management Inspection Checklist (TEMPLATE)

3. Hazard Mitigation

- _____ 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. Training and Exercises

- _____ 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. Public Information

- _____ Assign and train a public information officer.
- _____ Develop procedures to provide emergency information to the community's residents.

Local Emergency Management Inspection Checklist (TEMPLATE)