

Comments:

Hazard mitigation section completed? Yes No

SCHOOL SAFETY

- Has the EMA participated in school safety commission/councils?
- Has the EMA participated in joint school safety assessments? Joint assessments could include the following: school official; law enforcement; code enforcement and/or fire.
- Has the EMA assisted with development and review of school emergency plans such as evacuation, shelter in place, reunification, severe weather and active shooter?
- Has the EMA assisted with or participates in exercising emergency plans?
- Has the EMA worked with schools to plan for information sharing to parents regarding emergency events?

Comments:

School safety section completed? Yes No

SPECIAL EVENT PLANNING

(Preparation for local festivals, protesters, dignitary presence for event action plans.)

- Has the county completed the SEAR report?
- Does the county use Fusion Center assessments for planned events?
- Does the EMA assist with event action plans for special events?
- Does the county contact and/or utilize the National Weather Service or a private weather company for special events planning?

Comments:

Special event planning section completed? Yes No

STRENGTHEN EMERGENCY RESPONSE

3 of 6 sections completed Yes No

EMAP- 4.4.3 The emergency operations plan (EOP) should identify and assign specific areas of responsibility for performing functions in response to an emergency or disaster.

EMAP- 4.1.1 The emergency management program should identify the natural and man-made hazards that potentially impact the jurisdiction using broad range of sources. The emergency management program should assess the risk and vulnerability of people, property, the environment and its own operations from these hazards.

EMAP- 4.6 The emergency management program encompasses pre-emergency, systematic identification of resource requirements, shortfalls and inventories consistent with HIRA and necessary agreements in place for sharing resources across jurisdictional lines as needed during response and recovery.

NIMS COMPLIANCE

- Has the county submitted its annual NIMS report?

Comments:

NIMS section completed? Yes No

ASSESSING THREATS AND HAZARDS

- Have the core capabilities been assessed within WebEOC or submitted to the district liaison?
- Has the EMA completed the THIRA/SPR process and submitted it to IDHS planning section?

Comments:

Assessing threats and hazards section completed? Yes No

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN / EMERGENCY OPERATIONS PLAN

- Does the county have a CEMP, or EOP, (consisting of annexes such as but not limited to continuity of operations, debris management, donations and volunteer management and evacuation plans) that has been promulgated by at least two of the current commissioners or updated/reviewed every three years?

Comments:

Comprehensive Emergency Operations Plan / Emergency Operations Plan section completed? Yes No

DAMAGE ASSESSMENT

- Does the EMA have damage assessments on hand that are updated and reviewed (may include SOPs, flip books, etc.)?
- Has the EMA attended training on damage assessments and/or the damage assessment mobile application?
- Is the team rostered and trained?
- Is the EMA actively involved in the damage assessment process or procedures during this assessment period (real world or training)?
- Has the EMA acquired equipment to assist with damage assessment, such as tablets, drones, etc.?

Comments:

Damage assessment section completed? Yes No

DEBRIS MANAGEMENT PLAN

- Has the EMA created or updated a debris management plan?
○ Debris management sites are pre-certified and approved by DNR.

Comments:

Debris management section completed? Yes No

LOGISTICS

- Has the EMA identified a staging area location and equipment?

- Has the EMA notified the EOC of the LSA?
 - Make a note in the comments if the district staging area will be utilized.
- Does the EMA have LSA/C-POD Plan?
- Does the EMA have a Volunteer / Donations Management Plan?
 - Identify the location.

Comments:

Logistics section completed? Yes No

IMPROVED ADMINISTRATION AND OPERATIONAL EFFICIENCY AND EFFECTIVENESS

3 of 4 sections completed Yes No

EMAP- 3.3.1 There should be a documented, ongoing process utilizing one or more stakeholders in the preparation, implementation, evaluation and revision of the emergency management program.

EMAP- 3.1.1 The jurisdiction has documented multi-year strategic plan, developed with input from program stakeholders, which included the following: an executive policy or vision state for emergency management; identified mission, goals, objectives and milestones for the emergency management program; and a method for implementation.

EMAP- 3.5.1 The emergency management program's authorities and responsibilities are established in and executed in accordance with statutes, regulations, directives or policies.

EMERGENCY MANAGEMENT ADVISORY BOARD

- Has the EMA actively participated with the emergency management advisory board as outlined in Title 10?
- Is the roster updated and maintained?
- Has the annual report of EMA accomplishments been sent to the advisory board and commissioners?

Comments:

Emergency management advisory board section completed? Yes No

COUNTY EMERGENCY MANAGEMENT ORDINANCE

- Does the county have an emergency management ordinance that includes the state travel advisories as described in IC 10-14-3-29.5?
- Is the ordinance reviewed annually and updated as needed?
 - Note the date of plan in comments.

Comments:

County emergency management ordinance section completed? Yes No

AFTER-ACTION REPORTS

- Has the EMA developed after-action reports and improvement plans post events/exercises?
 - AARs/IPs are utilized for progress reports.

Comments:

After-action reports section completed? Yes No

CONTINUITY OF OPERATIONS / GOVERNMENT FOR COUNTY AGENCY

- Has the county identified county/agency lines of succession?
- Has the county identified essential functions?
- Has the county identified alternate office location(s)?

Comments:

Continuity of operations/government for county agency section completed?

Yes No

STREAMLINE COMMUNICATIONS WITHIN & OUT OF COUNTY JURISDICTION

2 of 3 sections completed Yes No

EMAP- 4.7.2 Communications systems are tested on an established schedule and results are documented and corrective actions addressed.

EMAP- 4.7.1 The emergency management program has developed and maintains a plan to communicate both internally and externally with all emergency management program stakeholders (higher, laterally and subordinate) and emergency personnel; system interoperability has been addressed in the development process.

EMAP- 4.8.1 The emergency management program has a primary and alternative facility capable of coordinating and supporting sustained response and recovery operations consistent with the emergency management program's risk assessment.

EMAP- 4.8.2 The emergency management program has tested procedures for activation, operation and deactivation of primary and alternate facilities.

WEBEOC

- Is the EMA able to change county status, enter pertinent data, upload pictures, upload disaster declaration and change travel statuses?
- Has the EMA completed the monthly WebEOC check-ins?
- Does the EMA use WebEOC for all resource requests and situational updates?
- Does the EMA use WebEOC to update liaison when an incident occurs in its county?

Comments:

WebEOC section completed? Yes No

MONTHLY COMMUNICATIONS TEST

- Has the county participated in at least 75 percent of the monthly 800MHz and/or 155MHz monthly radio checks?

Comments:

Monthly communications test section completed? Yes No

EMERGENCY OPERATIONS CENTER

- Does the county have a formally recognized EOC or the capability to establish an alternate location that can be equipped and functional within two hours?
- EMAs are encouraged to engage ESFs in training, review of responsibilities, participation in an exercise, FEMA Independent Study courses, etc.
- Is the updated EMA and EOC contact information shared with all stakeholders, local, district and state?

Comments:

Emergency Operations Center section completed? Yes No

INTENSIFY TRAINING AND PROFESSIONAL DEVELOPMENT FOR PUBLIC SAFETY PARTNERS

3 of 4 sections completed Yes No

EMAP- 4.9.1 The emergency management program has a formal documented training program comprised of training needs assessment, curriculum, course evaluations and records of training. The training needs assessment should address all personnel with responsibilities in the emergency management program, including key public officials.

EMAP- 4.9.3 Emergency personnel receive and maintain training consistent with their current and potential responsibilities. Specialized training related to the threats confronting the jurisdiction is included in the training program.

IPPW OR COUNTY BASED TEP

- Has the EMA participated in the 2023 IPPW or a County TEP?

Comments:

IPPW or county based TEP section completed? Yes No

TRAINING

- Has the county completed or organized training for CERT Teams, Medical Reserve Corps or RACES Teams?
- Has the county completed training for Emergency Support Functions (ESFs) or EOC Staff?
 - Does the county bring in training for responders, elected officials, or volunteer groups?
- Does EMA attend conferences or workshops that include IDHS or state workshops/seminars?
- Has all EMA staff completed at least eight hours of FEMA independent Study, IDHS, Emergency Management Institute (EMI) training during this assessment period?

Comments:

Training section completed? Yes No

EXERCISE

- **MANDATORY for EMPG Compliance:** Have all EMPG qualifying positions participated in one HSEEP exercise?

Comments:

Exercise section completed? Yes No

CERTIFICATIONS

- **MANDATORY for EMPG Compliance:** Have all EMPG-qualifying positions within the emergency management agency completed the FEMA Professional Development Series Plus courses (to be completed within one year of hire date)?
- Has EMA completed or updated their PEM/CEM/AEM programs?
- Has EMA completed or participated in the MEPP/PCP certification and/or actively utilized certification to assist with county or district training events?

Comments:

Certifications section completed? Yes No

ENHANCED PUBLIC OUTREACH AND EDUCATION

2 of 4 sections completed Yes No

EMAP- 4.11.5 The emergency management program provides for information and education of the public concerning threats to life, safety and property. These activities include information about specific threats, appropriate preparedness measures and actions to mitigate the threats including protective actions public outreach activities initiated to ensure that diverse populations are appropriately advised.

EMAP- 3.3.1 There should be a documented, ongoing process utilizing one or more stakeholders the preparation, implementation, evaluation and revision of the emergency management program.

EMAP- 4.4.1 The emergency management program, through formal planning processes involving stakeholders, has developed the following plans: emergency operations; recovery; continuity of operations; and continuity of government.

EMAP- 4.4.4 The recovery plan should address short and long-term recovery priorities and provide guidance for restoration of critical community function, services, vital resources, facilities, programs and infrastructure to the affected area

EMA VOLUNTEER PROGRAMS

- Has EMA established a community emergency response team (CERT) volunteer program?
- Has EMA trained, recruited and maintained a current roster to keep or actively worked with stakeholders for tracking?
- Is the EMA actively engaged with amateur radio volunteer group (such as ARES/RACES)?
- Is the EMA engaged with other general volunteer groups like DA team, Weather Spotters, etc.?

Comments:

EMA volunteer programs section completed? Yes No

PUBLIC INFORMATION OFFICER

- Does the emergency management program have access to a trained spokesperson(s) qualified to deliver the emergency management program's message, appropriate to hazard and audience?

Comments:

Public information section completed? Yes No

PUBLIC OUTREACH ENGAGEMENT

- Has the EMA conducted public outreach engagements during this assessment period?
 - The outreach engagements should consist of overall promotion of the emergency management agency.
- Has the EMA reported out at commissioner and county councils bi-annually (i.e., plan status, grants status, disaster status, upcoming exercises, general EMA information)?
- Does the EMA have an established official social media presence, such as Facebook, Twitter, a blog site, etc.?
- Does the EMA participate or interact with local media such as newspaper, television, radio, etc.?

Comments:

Public outreach engagement section completed? Yes No

EMA COLLABORATION

- Does the EMA promote district collaboration and relationship building through attending district meetings such as, but not limited to: DPC, district hospital, preparedness and local emergency planning committees?
- Does the EMA attend the IDHS Quarterly Business Meetings?

Comments:

EMA collaboration section completed? Yes No

COUNTY SPECIFIC PROJECT

Below are a few examples of county specific projects.

Public-Private Sector

- EMA develops relationships with public private partners.
- EMA includes public private partners in training exercises and/or course offerings.
- EMA seeks FEMA guidance to mature and enhance current partnerships.
- EMA seeks trained personnel and assets for disaster preparedness.

Long-Term Recovery

- MOU/MOA: A local mutual aid agreement was authorized or revised during the assessment period.
- COAD/VOAD: EMA attends/participates in established COAD (district or county), or initiates a County COAD, Long-Term Recovery Committee or County Response Committee.
- County has identified a community funding source for donations management (fiscal agent).
- County has one or multiple community resource groups to assist with long-term recovery (volunteer groups).

County-Specific Project

- This is a project of EMA's choice that consists of a topic that enhances public outreach and education throughout the county.
- The liaison documents what the project is, what needs it will meet and/or the capability gaps it will fill and estimated completion date.

Comments:

County specific project section completed? Yes No

ASSESSMENT RESULTS

Category	Standards in each section	Standards needed to pass section	Completed standards	DL / EMA Initials
Enhanced Community Safety/Vigilance	4	3		
Strengthen Emergency Response	6	3		
Improved Administration and Operational Efficiency and Effectiveness	4	3		
Streamline Communications within & out of County Jurisdiction	3	2		
Intensify Training and Professional Development for Public Safety Partners	4	2		
Enhanced Public Outreach and Education	4	2		
Total	25	15		

Successful completions of county readiness assessment Yes No

NOTE: To successfully complete the County Readiness Assessment, 4 of the 6 categories must be achieved to completed status.