**COUNTY**

**Enhanced Community Safety/Vigilance throughout the County**

**4 of 7 sections completed \_\_\_\_\_Yes \_\_\_\_\_No**

**EMAP- 4.2.1 The emergency management program should develop and implement its mitigation program to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. The mitigation program identifies ongoing opportunities and tracks repetitive loss. The emergency management program implements mitigation projects according to a plan that sets priorities based upon loss reduction.**

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

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

* **Cybersecurity**:
  + Does your county have a cyber plan?
  + Does your county provide cybersecurity training for county employees?
  + Has the EMA staff attended cybersecurity training (online/in person)?
  + Cybersecurity exercise or conference?
  + Has your county completed the Indiana Cybersecurity Scorecard? <https://www.in.gov/cybersecurity/3837.htm>

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Cybersecurity section completed: \_\_\_\_Yes \_\_\_\_No

* **School Safet**y:
* EMA participates in school safety commission/councils.
* EMA participates in joint school safety assessment, which could include the following: school official; law enforcement; code enforcement and/or fire.
* EMA assists with development and review of school emergency plans such as evacuation, shelter in place, reunification, severe weather and active shooter.
* EMA assists with or participates in exercising emergency plans.
* EMA works with schools to plan for information sharing to parents regarding emergency events.

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School safety section completed: \_\_\_\_Yes \_\_\_\_No

* **Hazard Mitigation Plan**
* During this assessment period, does the EMA have a current plan or is in the planning process of updating the hazard mitigation plan?
  + Are strategic goals reviewed annually?
  + Has a hazard mitigation project, identified in the hazard mitigation plan, been initiated or completed in this assessment period?

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Hazard mitigation section completed: \_\_\_\_Yes \_\_\_\_No

* **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.

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Public private section completed: \_\_\_\_Yes \_\_\_\_No

* **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).

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Long term recovery section completed: \_\_\_\_Yes \_\_\_\_No

* **Special Event Planning** (preparation for local festival/protestors/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 utilized National Weather Service or private weather company for special events planning?

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Special event planning section completed: \_\_\_\_Yes \_\_\_\_No

* **County Specific Project:**
* This is a project of the EMA’s choice that consists of a topic which enhances community safety/vigilance throughout the county.
* The coordinator should document what the project is, what needs it will meet and/or capability gaps it will fill in addition to an estimated completion date.

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County specific project section completed: \_\_\_\_Yes \_\_\_\_No

**Strengthen Emergency Response throughout the County**

**4 of 8 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**
* Annual NIMS report submitted.

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NIMS section completed: \_\_\_\_Yes \_\_\_\_No

* **Assessing Threats and Hazards**
* Core capabilities assessed within WebEOC or submitted to district coordinator.
* Complete THIRA/SPR process and submit to IDHS planning section.

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Assessing threats and hazards section completed: \_\_\_\_Yes \_\_\_\_No

* **CEMP**
* The county has a CEMP (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.

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CEMP section completed: \_\_\_\_Yes \_\_\_\_No

* **Local and District Collaboration**
* Does the EMA promote district collaboration and relationship building through attending district meetings such as, but not limited to: DPC, district hospital, preparedness, EMA directors’ meetings and local emergency planning committees?

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Section completed: \_\_\_\_Yes \_\_\_\_No

* **Damage Assessment**
* EMA has damage assessments on hand that are updated and reviewed (may include SOPs, flip books, etc.)?
* Attended training on damage assessment and/or damage assessment mobile application.
* Team is rostered and trained.
* Actively involved in the damage assessment process or procedures during this assessment period (real world or training).
* Acquired equipment to assist with damage assessment, such as tablets, drones, etc.

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Damage assessment section completed: \_\_\_\_Yes \_\_\_\_No

* **Debris Management Plan**
* Creation or update of debris management plan.
* Plan is submitted and approved by IDHS.
* If plan has been submitted to and approved by FEMA, FEMA approved plans **may** receive additional debris management assistance funds if the plan has been enacted.
* Debris management sites are pre-certified and approved by DNR.

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Debris management section completed: \_\_\_\_Yes \_\_\_\_No

* **Logistics** 
  + Staging area
    - Identify location, equipment and primary location.
    - Notify EOC of LSA.
  + Developed a resource catalog.

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Logistics section completed: \_\_\_\_Yes \_\_\_\_No

* **County Specific Project**
* This is a project of EMA’s choice that consists of a topic which strengthens emergency response throughout the county.
* The coordinator has documented what the project is, what needs it will meet and/or capability gaps it will fill and estimated completion date.

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County specific project section completed: \_\_\_\_Yes \_\_\_\_No

**Improved Administration and Operational Efficiency and Effectiveness**

**4 of 7 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 a 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.**

* **Grants Management**
* EMA worked with grants to facilitate grants management (i.e. signatories) updated as needed.
* EMA completed detailed quarterly reports on time.
* “Shelf ready” projects: projects that are identified and ready to submit for de-obligated funds should they become available.

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Grants management section completed: \_\_\_\_Yes \_\_\_\_No

* **Emergency Management Advisory Board**
* EMA actively participated with emergency management advisory board as outlined in Title 10.
* Updated roster maintained.
* Annual report of EMA accomplishments has been sent to advisory board and commissioners.

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Advisory board section completed: \_\_\_\_Yes \_\_\_\_No

* **County Emergency Management Ordinance**
* The county has an emergency management ordinance that includes the state travel advisories as described in IC 10-14-3-29.5.
* Reviewed annually and updated as needed.

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County ordinance section completed: \_\_\_\_Yes \_\_\_\_No

* **After Action Reports**
* Development of after action reports and improvement plans post event/exercise.
* AARs/IP are utilized for progress reports.

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After action section completed: \_\_\_\_Yes \_\_\_\_No

* **Strategic Plan**
* The county EMA strategic plan was developed and shared with advisory board. It may include mission and vision statements and may contain one, two, and three year goals and objectives.
* Strategic plan reviewed annually by advisory board.

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Strategic plan section completed: \_\_\_\_Yes \_\_\_\_No

* **COOP-COG for County Agency** 
  + Identified county/agency lines of succession.
  + Identified essential functions.
  + Identified alternate office location(s).
  + Identified needed equipment.
  + Identified needed information.

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COOP-COG section completed: \_\_\_\_Yes \_\_\_\_No

* **County Specific Project**
* This is a project of the EMA’s choice that consists of a topic that improves administration and operations efficiency and effectiveness throughout the county.
* The coordinator should document what the project is, what needs it will meet and/or capability gaps it will fill and estimated completion date.

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County specific project section completed: \_\_\_\_Yes \_\_\_\_No

**Streamline Communications within & out of County Jurisdiction**

**3 of 5 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 programs 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**
* EMA is able to change county status, enters pertinent data, upload pictures, upload disaster declaration, and change travel statuses.
* Completes monthly EOC check-in.

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WebEOC section completed: \_\_\_\_Yes \_\_\_\_No

* **Monthly Communications Test**
* County participates in at least 75 percent of the monthly 800MHz and/or 155MHz monthly radio checks.

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Monthly communications test section completed: \_\_\_\_Yes \_\_\_\_No

* **Information Sharing**
* Developed protocols for county-to-county and/or district-to-district regarding decisions being made in reference to an all-hazard event.
* Utilized social media for information sharing and clarification.
* Developed a newsletter to send to stakeholders.

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Information sharing section completed: \_\_\_\_Yes \_\_\_\_No

* **Emergency Operations Center**
* Does the county have a formally recognized EOC as well as the capability to establish an alternate location that can be equipped and functional within two hours?
* EMAs are encouraged to engage their ESFs in training, review of responsibilities, participation in an exercise, FEMA IS courses, etc.
* Updated EMA and EOC contact information is shared with all stakeholders, local, district and state.

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Emergency Operations Center section completed: \_\_\_\_Yes \_\_\_\_No

* **County Specific Project**
* This is a project of the EMA’s choice that consists of a topic which streamlines communications throughout the county.
* The coordinator documented what the project is, what needs it will meet and/or the capability gaps it will fill and estimated completion date.

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County specific project section completed: \_\_\_\_Yes \_\_\_\_No

**Intensify Training and Professional Development for Public Safety Partners within the County**

**3 of 6 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.**

* **County based training and exercise planning, training, & exercise workshop:**
* The EMA will conduct a county planning, training, & exercise plan.
* The EMA will completed the 2020 County TEPW Survey.

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TEPW section completed: \_\_\_\_Yes \_\_\_\_No

* **Training**
* Has all EMA staff completed at least eight hours of FEMA IS, IDHS, Emergency Management Institute (EMI) training during this assessment period?
* Has all EMA staff attended a leadership specific course?

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Training Section completed: \_\_\_\_Yes \_\_\_\_No

* **Exercise**
* Have all EMPG qualifying positions participated in three HSEEP exercises?

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Exercise section completed: \_\_\_\_Yes \_\_\_\_No

* **Certifications**
* 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 certification and/or actively utilized to assist with county or district training events?

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Certifications section completed: \_\_\_\_Yes \_\_\_\_No

* **Conferences or Workshops**
* Does EMA attend conferences or workshops that include IDHS or state workshops/seminars?
* Does EMA encourage attendance with local responders, elected officials or advisory board members when applicable?

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Conference/workshop section completed: \_\_\_\_Yes \_\_\_\_No

* **County Specific Project:**
* This is a project of the EMA’s choice that consists of a topic which intensifies training and professional development throughout the county.
* The coordinator should document what the project is, what needs it will meet and/or capability gaps it will fill and estimated completion date.

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County specific project 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**
* EMA establishes community emergency response team volunteer program.
* EMA trains, recruits and maintains current roster to keep or works actively with stakeholders for tracking.
* Actively engaged with amateur radio volunteer group (such as ARES/RACES).

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EMA volunteer section completed: \_\_\_\_Yes \_\_\_\_No

* **Public Information Officer**
* The emergency management program has designated a trained spokesperson(s) qualified to deliver the emergency management program’s message, appropriate to hazard and audience.
* PIO communicated with adjacent jurisdictions for information sharing.
* Established a joint information system or center.

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PIO section completed: \_\_\_\_Yes \_\_\_\_No

* **Public Outreach Engagement**
* EMA conducted at least two public outreach engagements during this assessment period. These outreach engagements should consist of overall promotion of the emergency management agency.
* Reported out at commissioner and county councils bi-annually (i.e. plan status, grants status, disaster status, upcoming exercises, general EMA information).
* Established an official social media presence, such as Facebook, Twitter, a blog site, etc.

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Public outreach section completed: \_\_\_\_Yes \_\_\_\_No

* **County Specific Project:**
* This is a project of EMA’s choice that consists of a topic which enhances public outreach and education throughout the county.
* The coordinator documented what the project is, what needs it will meet and/or the capability gaps it will fill and estimated completion date.

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County specific project section completed: \_\_\_\_Yes \_\_\_\_No

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| Category | # Sections/Complete to Pass | Complete/Incomplete | Initial DC/EMA |
| Enhanced Community Safety/Vigilance throughout the County | 7/4 |  |  |
| Strengthen Emergency Response throughout the County | 8/4 |  |  |
| Improved Administration and Operational Efficiency and Effectiveness | 7/4 |  |  |
| Streamline Communications within and out of County Jurisdiction | 5/3 |  |  |
| Intensify Training and Professional Development for Public Safety Partners within the County | 6/3 |  |  |
| Enhanced Public Outreach and Education | 4/2 |  |  |
| Totals | 37/20 |  |  |

Successful completion of county readiness assessment: \_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_No

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| \*\*Note\*\* To successfully complete the County Readiness Assessment, 4 of the 6 categories must be achieved to completed status. |