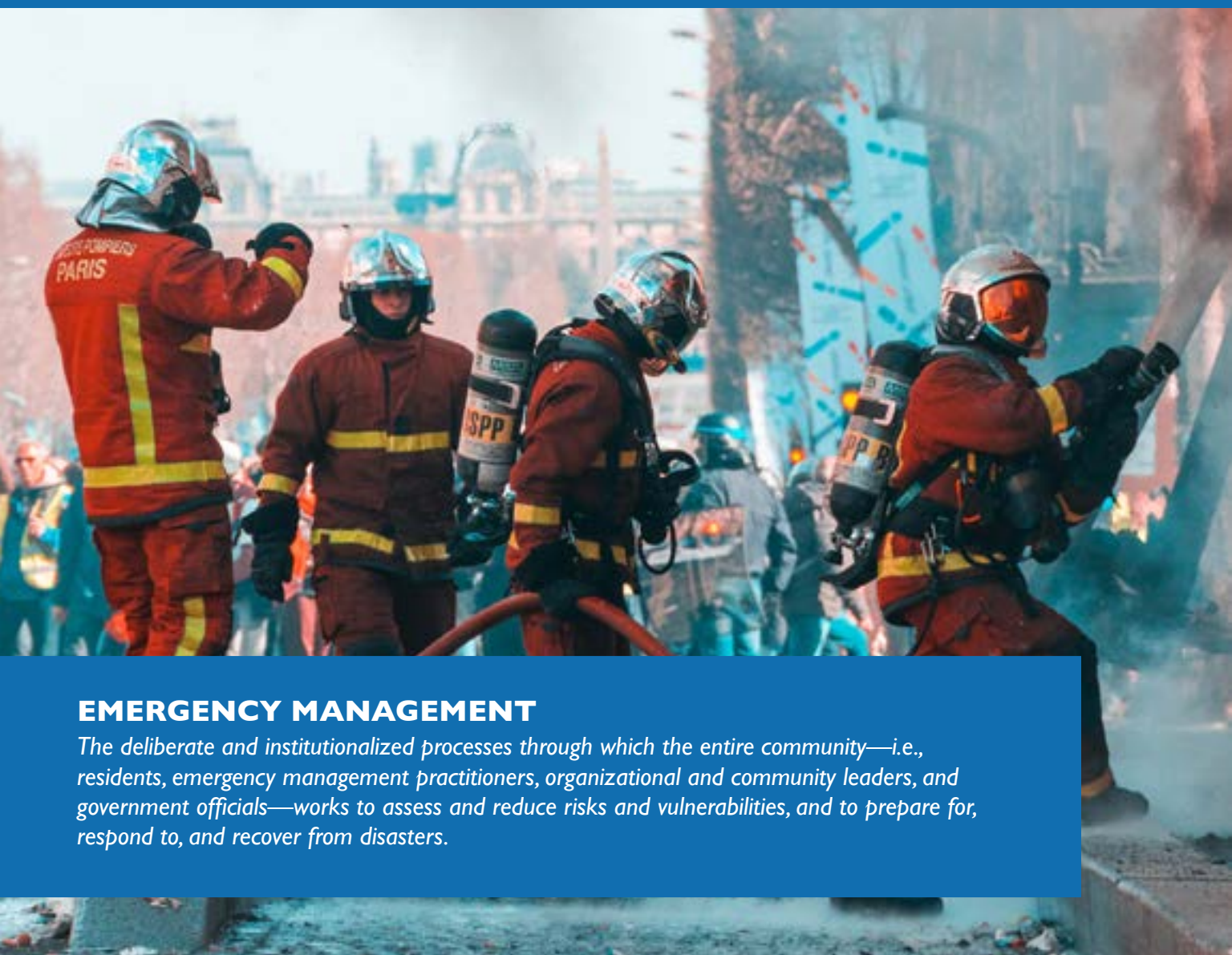




**COPEWELL**

# **EMERGENCY MANAGEMENT SELF-ASSESSMENT**

Jurisdiction Name \_\_\_\_\_



## **EMERGENCY MANAGEMENT**

*The deliberate and institutionalized processes through which the entire community—i.e., residents, emergency management practitioners, organizational and community leaders, and government officials—works to assess and reduce risks and vulnerabilities, and to prepare for, respond to, and recover from disasters.*

## EMERGENCY MANAGEMENT: Hazard and Vulnerability Analysis and Awareness

### HAZARD AND VULNERABILITY ANALYSIS AND AWARENESS INVOLVES

The identification—derived via experience, forecasting, and expert consultation—of locally relevant threats and hazards, their possible effects on the whole community, and the community capabilities needed to manage potential crises, accompanied by community-wide understanding of the risk environment and its management.

### WHAT COMMUNITIES MIGHT LOOK LIKE WITH...

#### LOW CAPACITY

Local governmental emergency planning is not based on a careful and complete analysis of threats and hazards. Past emergency events have not been considered. There is an ad hoc understanding, with limited data, of the threats and hazards that the community faces. Identified hazards and threats have not been translated into concrete community impacts, including potential effects for vulnerable populations, nor into any remediating actions. The hazard and vulnerability analysis has not been updated in many years. Residents, community leaders, businesses, and government officials are neither aware of the risks in their environment, nor what is a positive course of action to manage them.

#### OPTIMAL CAPACITY

The jurisdiction's planning team has developed a comprehensive Hazard and Vulnerability Analysis (HVA), updating it every 3 years to address the changing threat environment. The team has sought out HVAs from local institutions, the private sector, and neighboring jurisdictions to understand their partners' hazards and vulnerabilities. Threats and hazards, including past emergency events, have been translated into impacts upon the community, and the capabilities/capacities needed to respond to them have been identified and set as the jurisdiction's planning objectives. Local residents, community leaders, businesses, and human/social service organization heads are knowledgeable about the community's risk environment and the implications for their organizations and constituents.

#### RATIONALE

Explain reasons for your rating; cite data, if possible

#### NEXT STEPS

Describe next action points

## EMERGENCY MANAGEMENT: Whole Community Involvement

### WHOLE COMMUNITY INVOLVEMENT INVOLVES

An emergency planning process that reflects the community's actual composition and that allocates a shared responsibility for disaster management across private, public, faith based, philanthropic, and non-profit sectors as well as with individual residents.

### WHAT COMMUNITIES MIGHT LOOK LIKE WITH...

#### LOW CAPACITY

Jurisdictional emergency management officials develop emergency operations plans with limited input from community stakeholders. Thus, the plans focus primarily on first responders and public safety providers, and do not meaningfully address access and functional needs of populations or pets. Local businesses see no reason to prepare their own disaster plans, or to review insurance coverage or take steps to protect critical data. Local human and social services organizations fail to consider how to maintain services in a disaster; support disaster-affected staff, and/or accommodate increased client demands due to disasters. Individuals and families assume disasters only happen to other people, and they have taken no measures to prepare their households for emergencies.

#### OPTIMAL CAPACITY

The jurisdiction's community emergency planning team reflects the makeup of the local population; taking ownership of whole-of-community planning, the team actively engages community leaders, the private sector, and those with access and functional needs. The planning addresses the issues of medically and socially vulnerable groups (e.g., children, elderly, limited English proficient populations) and pets. Firms of varying scale have conducted continuity of operations planning, invested in sufficient insurance (including business interruption), and shared contingency plans with clients, vendors, and employees. Non-profits have planned for crisis conditions, mindful of both client and employee needs. Households are characterized by having hazard insurance, stockpiled necessities, and family communication plans.

#### RATIONALE

Explain reasons for your rating; cite data, if possible

#### NEXT STEPS

Describe next action points

## EMERGENCY MANAGEMENT: Readiness and Response

### READINESS AND RESPONSE INVOLVES

The planning, practice, and operation of systems to protect human lives, property, and the environment in a disaster; to stabilize the incident; to meet basic human needs; and to restore basic community functionality.

### WHAT COMMUNITIES MIGHT LOOK LIKE WITH...

#### LOW CAPACITY

The jurisdiction's emergency response capacity is inadequate to meet the operational objectives of its plans. The emergency operations plans are seldom exercised. The resources and horizontal and vertical relationships needed to respond to an emergency are not in place. No real-world emergencies have challenged the jurisdiction in several years. The jurisdiction does not have a designated Emergency Operation Center (EOC), nor a plan to establish one. The exercises that the jurisdiction have participated in were not challenging, and were not community wide, nor did they engage community infrastructure and institutions. Exercise After Action reports were incomplete or the improvement opportunities identified were not acted upon.

#### OPTIMAL CAPACITY

The jurisdiction and planning partners have worked to improve and maintain the response capabilities and capacity to meet the operational objectives of their plans. The jurisdiction has a well-established emergency operations plan that includes the operation of an Emergency Operations Center (EOC). The resources and horizontal and vertical relationships needed to respond and implement the plans are in place and have redundancies established. Community-wide exercises are held at least annually, and the jurisdiction has a multi-year exercise plan in place. The jurisdiction has been challenged by significant emergencies over the last several years. After Action Reports from these emergencies and from the exercise series are routinely translated into improvement actions, including plan and operational objective amendments, and resource enhancements.

#### RATIONALE

Explain reasons for your rating; cite data, if possible

#### NEXT STEPS

Describe next action points

## EMERGENCY MANAGEMENT: Recovery Planning and Operations

**RECOVERY  
PLANNING AND  
OPERATIONS  
INVOLVES**

The ability to affect the timely restoration, revitalization, and strengthening of the community's economic, health, social, cultural, historic, built, and natural assets, and to improve readiness and response systems in the aftermath of a disaster:

### WHAT COMMUNITIES MIGHT LOOK LIKE WITH...

**LOW  
CAPACITY**

The jurisdiction is not prepared to lead recovery and mitigation planning. Jurisdictional leaders have not identified or assigned roles. No systems exist to communicate with community partners, NPOs, and businesses to facilitate recovery operations. The jurisdiction has no meaningful Continuity of Operations Plan; it has not been tested in either a real-world event or a full-scale or functional exercise. Other than emergencies with minor and/or short-lived effects, the jurisdiction has no real experience nor practice in long-term recovery operations. The jurisdiction has no local disaster recovery manager.

**OPTIMAL  
CAPACITY**

The jurisdiction has a robust and continuous pre-disaster planning strategy; plans are integrated and comprehensive; roles for planning and managing recovery have been identified and assigned. Communication systems have been established with community partners, NPOs and the businesses to facilitate recovery operations. The local jurisdiction has a robust Continuity of Operations Plan that has been tested and improved through drills, exercises and real-world events. The jurisdiction is poised to begin a recovery process rapidly once the immediate emergency has been stabilized. Prior to a disaster, the jurisdiction has appointed a local disaster recovery manager who is well trained.

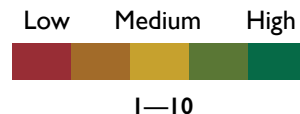
**RATIONALE**

Explain reasons for your rating; cite data, if possible

**NEXT STEPS**

Describe next action points

# ASSESSING OUR COMMUNITY



## EMERGENCY MANAGEMENT

*The deliberate and institutionalized processes through which the entire community i.e., residents, emergency management practitioners, organizational and community leaders, and government officials works to assess and reduce risks and vulnerabilities, and to prepare for, respond to, and recover from disasters.*

<p><b>Hazard and Vulnerability Analysis and Awareness</b> 1—10</p>	
<p><b>Whole Community Involvement</b> 1—10</p>	
<p><b>Readiness and Response</b> 1—10</p>	
<p><b>Recovery Planning and Operations</b> 1—10</p>	
<p><b>Domain Average</b> Take average of assessment rating for the above 4 sub-factors</p>	

## EMERGENCY MANAGEMENT

*The deliberate and institutionalized processes through which the entire community i.e., residents, emergency management practitioners, organizational and community leaders, and government officials works to assess and reduce risks and vulnerabilities, and to prepare for, respond to, and recover from disasters.*

### QUESTIONS TO CONSIDER IN RATING YOUR COMMUNITY (add others, as applicable)

FACTORS	AS APPLICABLE, TO WHAT EXTENT DOES YOUR COMMUNITY MANIFEST THE FOLLOWING CONDITIONS, QUALITIES, AND ACTIVITIES?
<p><b>Hazard and Vulnerability Analysis and Awareness</b></p> <p>The identification – derived via experience, forecasting, and expert consultation – of locally relevant threats and hazards, their possible effects including for vulnerable sectors and social groups, and the community capabilities needed to manage potential crises, accompanied by community-wide understanding of the risk environment and its management.</p>	<ul style="list-style-type: none"> <li>• Has the planning team identified the hazards and threats that could affect the jurisdiction?</li> <li>• Have those hazards and threats been translated into impacts and likely challenges to the jurisdiction?</li> <li>• Does the vulnerability assessment include demographic data and information on the number of children and where they tend to be (e.g., schools, daycare facilities)? Have assets been evaluated?</li> <li>• Does the vulnerability assessment include demographic data and information on the number of individuals in the community with disabilities and others with access and functional needs (using assessment and current registry data, if available)? Has this informed planning efforts around assessable communication and resources?</li> <li>• Does the vulnerability assessment include a review of impacts on critical infrastructure and other key community assets? Are efforts in place to address the identified issues?</li> <li>• Has the community set response objectives to meet the identified impacts?</li> <li>• Has the community determined the capabilities needed to respond to the impacts, and have they identified the resources needed to implement those capabilities? Are there redundancies?</li> <li>• Has the jurisdiction routinely reviewed and updated the Hazard and Vulnerability Analysis to ensure it is relevant to emerging threats? Is the HVA used to inform new planning efforts and update existing plans?</li> </ul>
<p><b>Whole Community Involvement</b></p> <p>An emergency planning process that reflects the community’s actual composition and that allocates a shared responsibility for disaster management across private, public, and non-profit sectors as well as with individual residents.</p>	<ul style="list-style-type: none"> <li>• Does your community have an emergency planning team that implements the whole-of-community approach to emergency plan development? Are contributions recognized and incorporated?</li> <li>• Does your community’s planning team include representatives like: civic, social, faith-based, educational, professional, and advocacy organizations, immigrant and limited English proficiency constituencies, voluntary organizations, private service providers, critical infrastructure operators local and regional corporations and Individual Community members with lived experience?</li> <li>• Does the planning group include individuals with disabilities and others with access and functional needs, as well as relevant advocacy groups, service providers, and subject matter experts?</li> <li>• Does the planning group include individuals with expertise in children’s (pediatric) issues, as well as relevant advocacy groups, service providers, and subject matter experts?</li> <li>• Does the planning group include input from local animal shelters and animal control on how to address pet-related needs?</li> <li>• Has the jurisdiction’s Chief Elected Official been engaged in and supportive of the planning process?</li> </ul>

## EMERGENCY MANAGEMENT

*The deliberate and institutionalized processes through which the entire community i.e., residents, emergency management practitioners, organizational and community leaders, and government officials works to assess and reduce risks and vulnerabilities, and to prepare for, respond to, and recover from disasters.*

### QUESTIONS TO CONSIDER IN RATING YOUR COMMUNITY (add others, as applicable)

FACTORS	AS APPLICABLE, TO WHAT EXTENT DOES YOUR COMMUNITY MANIFEST THE FOLLOWING CONDITIONS, QUALITIES, AND ACTIVITIES?
<p><b>Readiness and Response</b></p> <p>The planning, practice, and operation of systems to protect human lives, property, and the environment in a disaster; to stabilize the incident; to meet basic human needs; and to restore basic community functionality.</p>	<ul style="list-style-type: none"> <li>• Does your jurisdiction have an emergency operations plan, and other needed plan documents, consistent with the recommendations found in FEMA CPG101?</li> <li>• Is the jurisdictional emergency plan maintained, with records of plan amendments and the date of those amendments?</li> <li>• Has the Chief Executive Official of the jurisdiction signed off on the emergency plans?</li> <li>• Is there a process to amend the emergency plans as a result of changing jurisdictional resources?</li> <li>• Are MOUs and other emergency contracts in place to facilitate response?</li> <li>• After real-world events or exercises where plan improvements are recommended or identified, is there evidence that the emergency plans have been amended?</li> <li>• Does your jurisdiction have a multi-year drill and exercise plan that includes community-wide training, workshops, table-top exercises, functional and full-scale exercises? Are these exercises planned and executed in substantial conformance with the Homeland Security Exercise and Evaluation Program (HSEEP)?</li> <li>• Have your community's exercises included the Public Health Agency, Hospitals, Long Term Care Facilities, Clinics, and Mental and Behavioral Health Providers?</li> <li>• Has the private sector (regional corporations, manufacturers, transport companies) been engaged in your community's exercises?</li> <li>• Have community and faith-based organizations received/acted on support to ready their organizations for a potential disaster, including playing a role in the response?</li> <li>• Have businesses conducted their own continuity of operations planning including communicating with vendors, clients, and employees about contingency plans?</li> <li>• Are emergency plans aligned with neighboring jurisdictions, the state, and other partners?</li> </ul>
<p><b>Recovery Planning and Operations</b></p> <p>The ability to affect the timely restoration, revitalization, and strengthening of the community's economic, health, social, cultural, historic, built, and natural assets, and to improve readiness and response systems in the aftermath of a disaster.</p>	<ul style="list-style-type: none"> <li>• Does your jurisdiction have well-developed and tested continuity of operations plans?</li> <li>• Has your community experienced an emergency that resulted in a long-term recovery operation in the last 5 years?</li> <li>• Has your community appointed a local disaster recovery manager in advance of a disaster?</li> <li>• Does your recovery plan include agreements or pre-developed contracts with governmental and private sector providers of human resources, goods and other services needed for recovery?</li> <li>• Has your jurisdiction created a two-way communication system to disseminate and gather information from community partners, businesses, and non-profit organizations during recovery operations?</li> <li>• Does your recovery planning approach the post-disaster rehabilitation and reconstruction period as a window of opportunity for community improvements in housing, critical infrastructure, natural amenities, emergency management systems?</li> </ul>