

Local Emergency Management Director In Processing Sheet
(Updated: August 10, 2020)

Name	
Local Emergency Management Director (LEMD)	
Actions to complete at Town Office	Date
Municipal Officers shall officially appoint a LEMD	
Municipal Officers shall update the LEMD job description, as needed	
Town Clerk shall swear in the LEMD	
Actions to complete at County EMA Office (EMA)	Date
Fill in a LEMD Contact Information and provide to the County EMA Office	
County EMA to ensure the LEMD has a current County EOP	
County EMA to ensure the LEMD has a current LEMD Resource Binder	
County EMA to sign over a LEMD Go Bag	
County EMA to issue a pager, if needed	
Acquire a FEMA Student ID Number (SID) and put in D4H Readiness	
Introduce to the County EMA Website	
Set up member account in D4H Readiness	
Set up member account in D4H IM	
Set up member account in TalentLMS	
Set up member contact info in CallFire	
Update member in Resource Spreadsheet	
Update member on WOEMA Contact Roster	
Required Local Emergency Management Training	Date
IS-100b Introduction to the Incident Command System	
IS-200b ICS for Single Resources and Initial Action Incidents	
IS-700a National Incident Management System – An Introduction	
IS-703.a NIMS Resource Management	
IS-800b National Response Framework – An Introduction	
W776 Town EOC Management and operations	
Maine Interoperable Communications and Concept of Operations	
Workshop in EM: Emergency Operations and Reporting	
Workshop in EM: Damage Assessment and Reporting	
Workshop in EM: Disaster Recovery	
Introduction to Emergency Preparedness 101	