Local Emergency Management (EM) Program Review	Updated: February 22, 2021	
Laws and Authorities	**Reference**	**X**
Has adopted an Emergency Management (EM) ordinance	37B-Chp13 ss781 (1)	
Municipal Officers have approved a current EMD job description		
Municipal Officers have officially appointed an EM Director (EMD)	37B-Chp13 ss782 (1)	
Has adopted NIMS by ordinance or executive order NIMS		
Hazard Identification and Risk Assessment		
Identified the hazards that could impact this municipality	37B-Chp13 ss783 (1)	
Identified the locations and assets that could be impacted by the hazards	37B-Chp13 ss783 (5)	
Identified the municipality's vulnerable/special needs populations	37B-Chp13 ss783 (5)	
Hazard Mitigation		
Developed actions to minimize damage resulting from identified hazards	37B-Chp13 ss783 (2)	
Participates in the National Flood Insurance Program		
Operational Planning		
Maintains a current municipal Emergency Operations Plan (EOP) (5 yrs)	37B-Chp13 ss783	
Maintains a copy of the County Emergency Operations Plan (EOP)	NIMS	
Maintains a Continuity of Operations Plan		
Incident Management		
Locates and equips a municipal Emergency Operations Center (EOC)		
Organizes and staffs a municipal Emergency Operations Center (EOC)		
Resource Management/Mutual Aid		
Maintains a current inventory of municipal emergency resources	NIMS	
Provides a copy of the municipal Resource Sheets to the County EMA		
Creates and/or maintains mutual aid agreements	37B-Chp13 ss784	
Has identified community organizations who can support recovery ops		
Communications and Warning		
The EOC has 2-way base radio communications and telephone		
The EOC radio contains all of the County EMA frequencies		
The EOC radio is periodically tested with the County EOC		
The EOC has access to an internet-connected computer		
The EOC utilizes D4H IM to coordinate information with the County EOC		
The EMD has procedures to alert the Municipal Officers/Officials		

Local Emergency Management (EM) Program Review		
Operational Procedures Has procedures for:		**X**
Locating, assessing and reporting disaster damage to the County EOC		
Gathering and reporting disaster situation information to the County EOC		
Requesting resources from mutual aid or the County EOC		
Tracking and documenting disaster response and recovery costs		
Facilities		
The municipality has an Emergency Operations Center (EOC) space		
The EOC has emergency backup power and it is tested periodically		
The municipality has a facility and staff for a Community Warming Center		
The municipality has a facility and staff for a Mass Feeding Site		
The municipality has a facility and staff for a Supply Point of Distribution		
Training and Exercises		
EMD has completed FEMA Courses (IS-100, 200, 700, 703, 800)	NIMS	
EMD has completed Local EM Courses (W776, Comm CONOPs)		
EMD has completed Hazardous Materials Awareness	BLS/OSHA	
Municipality has completed or participated in disaster exercises	NIMS	
Provides EM training to municipal officials/officers (Responsibilities)		
Public Information and Warning		
EMD provides disaster preparedness information to residents		
Disseminates emergency public information to residents		
Educates residents on reporting their damages to the EOC		
Informs the residents on the location and status of Mass Care Sites		
Finance and Administration		
Provides an annual EM budget to the Municipal Officers	37B-Chp13 ss824 (2)	
The EMD attends monthly County EMA meetings. (Fourth Tuesday, 6pm)		
Provided EMD Contact Information to the County EMA		
Maintains a current copy of the EM Resource Binder		
Provided EM budget and stipend information to County EMA		
Developed a process for municipal emergency expenditures		
Has procedures to manage disaster event general assistance		