

2013 LOCAL CAPABILITIES ASSESSMENT FOR READINESS (LCAR)

Section 1.0

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) and HAZARD MITIGATION

1.1 The locality or region has an approved current hazard mitigation plan.

- Yes
- No

1.2 The jurisdiction participates in or has the following:

- National Flood Insurance Program (NFIP)
- Certified Floodplain Manager (CFM)
- Community Rating System (CRS)
- None of the Above

1.3 The jurisdiction targets repetitive loss properties for mitigation?

- Yes
- No
- Not Applicable

If yes, does the jurisdiction track repetitive loss properties in declared and undeclared events?

- Yes
- No

1.4 The jurisdiction has a Pre-Disaster Hazard Mitigation Program.

- Yes
- No

1.5 The jurisdiction is a StormReady Community.

- Yes
- No

1.6 The jurisdiction tracks Tier II annual reports.

- Yes
- No

Section 2.0

RESOURCE MANAGEMENT and LOGISTICS

2.1 The jurisdiction has a current policy in place to manage solicited and convergent volunteers.

- Yes
- No

2.2 The jurisdiction has a current policy in place for managing donated goods and services.

- Yes
- No

2.3 Staging areas, sites, or points of distribution (PODs) have been pre-identified and documented for receiving resources.

- Yes
- No

2.4 Staff has knowledge of State resources available under State Emergency Services Contracts.

- Yes
- No

2.5 The jurisdiction has current local emergency services contracts in place, which include demobilization.

- Yes
- No

If yes, select the following:

- Debris Management
- Heavy Equipment
- Generators
- Meals Ready to Eat (MREs)
- Tarps
- Ice
- Water
- Others, please list in comment box

2.6 The jurisdiction has current local Mutual Aid Agreements with all surrounding localities.

- Yes
- No

2.7 The jurisdiction maintains a current local listing of NIMS Typed Resources.

- Yes
- No

2.8 All mutual aid, SMA, and EMAC resources that are potentially available for deployment are entered into VDEMs WebEOC Resource Manager.

- Yes
- No

Section 3.0 PLANNING

3.1 The jurisdiction has a current Emergency Operations Plan (EOP).

- Yes, year adopted: _____
- No

3.2 The EOP addresses Emergency Action Plans (EAPs) developed by dam owners.

- Yes
- No
- Not Applicable

3.3 The jurisdiction has developed a Continuity of Operations Plan (COOP).

- Yes
- No

3.4 The EOP addresses issues relating to Special Needs Populations.

- Yes
- No

3.5 The EOP addresses Pet and Animal Care and Control.

- Yes
- No

3.6 If a 2-or-4 year institution of higher education (community college or college/university) is within the jurisdiction are the EOPs integrated with one another?

- Yes
- No
- Not Applicable

3.7 Do you have a Local Emergency Planning Committee (LEPC)?

- Yes
- No

If yes, how often do they meet?

- Monthly
- Quarterly
- Biannually
- Annually
- Never
- Other, _____

3.8 Jurisdiction establishes and maintains routine communications with the local health district in regard to public health issues or emergencies.

- Yes
- No

3.9 Jurisdiction is kept current with appropriate training, regulations and exercises concerning Mass Care and Sheltering.

- Yes
- No

3.10 Jurisdiction has open and regular communications with electric / power companies in jurisdiction boundaries.

- Yes
- No

Section 4.0

DIRECTION, CONTROL, AND COORDINATION

4.1 EOC activation and operating procedures are developed and tested annually via real event activation or planned exercise.

- Yes
- No

4.2 The jurisdiction has a mobile command post which allows for direction, control, and coordination at the site of the event.

- Yes
- No

4.3 The jurisdiction has completed NIMSCAST and submitted for “Roll-up” by September 30, 2012.

- Yes
- No

4.4 The jurisdiction is *certified* NIMS compliant by DHS/FEMA.

- Yes
- No

4.5 If NO, appropriate Corrective Action Plans were entered into NIMSCAST and submitted for “Roll-up” by September 30, 2012.

- Yes
- No
- Not Applicable

Section 5.0
COMMUNICATIONS AND WARNING

5.1 Existing EOC communication systems are interoperable with:

Check all that apply:

- Other jurisdictions' EOCs
- Virginia Emergency Operations Center (VEOC)
- EAS Broadcasts/Cable Over-ride
- Other agencies and organizations (federal, Red Cross, National Weather Service)
- On-scene emergency response operations

5.2 Written procedures exist to coordinate available public and private communication systems and equipment (RACES and ARES).

- Yes
- No

5.3 Alternate reliable communication warning systems are available for use in an emergency. (Instaphone, NAWAS, SWAN, VAWAS, WAWAS, satellite phone, etc.).

- Yes
- No

5.4 The jurisdiction has a Mass Notification System (Reverse 911, Code Red, etc.).

- Yes
- No

5.5 Does the EOC communication infrastructure include at least one of the following?

- Yes, check all that apply
 - Dial-Up
 - Broad Band
 - T-1
 - Satellite
 - Wireless
 - Air Card
 - VPN
 - Tethering
- No

Section 6.0
OPERATIONS

6.1 Identify the status of Standard Operating Guideline/Procedures in regard to Emergency Operation Plan (EOP) and Emergency Operations Center (EOC) operations.

- Fully capable
- In process of developing additional plans
- Some developed although have NO intention of developing additional plans
- Have identified need but require additional assistance
- No plans have been developed or in development

WebEOC

6.2 Does your jurisdiction have its own internal crisis management software system?

- Yes
- Interested, but do not have the available resources
- No

6.3 How many user accounts does your jurisdiction have in the Virginia Department of Emergency Management crisis management system, WebEOC?

- 0
- 1 – 2
- 3 – 10
- 10 or more

6.4 Describe proficiency for your jurisdiction in usage of WebEOC, the Virginia Department of Emergency Management crisis management system.

- Capable
- Somewhat Capable
- Not Capable

Search and Rescue (SAR)

6.5 Local law enforcement has knowledge of available state Search and Rescue resources.

- Yes
- No

6.6 Jurisdiction understands the process of requesting state resources through the Virginia Emergency Operations Center.

- Yes
- No

6.7 Jurisdiction has personnel trained in Management of Land Search Operations (MLSO).

- Yes
- No

Statewide Mutual Aid (SMA)

6.8 Jurisdiction has provided VDEM an updated SMA Point of Contact list within the past year.

- Yes
- No

6.9 Jurisdiction understands the proper process of requesting SMA.

- Yes
- No

6.10 Jurisdiction primary SMA Point of Contact **AND** Emergency Management Coordinator understands the financial obligations of requesting SMA.

- Yes
- No

Emergency Operations Center (EOC)

6.11 Identify **primary** Emergency Operations Center (EOC) type/facility:

- Permanent, fully dedicated facility
- Multi purpose room (with communication equipment and necessary supplies/equipment)
- Pre-Selected location, with no capabilities
- No, jurisdiction has no identified EOC

6.12 Identify **alternate** Emergency Operations Center (EOC) type/facility:

- Permanent, fully dedicated facility
- Multi purpose room (with communication equipment and necessary supplies/equipment)

- Pre-Selected location, with no capabilities
- No, jurisdiction has no identified EOC

6.13 Does your jurisdiction's EOC have a back-up power supply?

- Yes
- No

6.14 Is your jurisdiction's EOC in need of upgrades and/or renovation?

- Yes, please provide additional comments
- No

| |
|-------------------|
| Comments: |
|-------------------|

6.15 Does jurisdiction have access to Homeland Security Information Network (HSIN)?

- Yes
- No

Geographic Information System (GIS)

6.16 Is the use of GIS (GIS staffing, SOPs, incorporation in exercises/incident response, planning process and familiarity with EOPs) a part of emergency management operations?

- Yes
- No

Section 7.0
TRAINING

7.1 The jurisdiction conducts an annual training needs assessment.

- Yes
- No

7.2 The jurisdiction ensures that future course designs, training needs, performance problems and training gaps are addressed.

- Yes
- No

7.3 The jurisdiction maintains training records (personnel trained, courses completed, & certificates).

- Yes
- No

7.4 The jurisdiction provides/offers training to all personnel with assigned EM responsibilities.

- Yes
- No

7.5 The Emergency Management Coordinator and/or Principal Deputy Coordinator attended the 2012 Virginia Coordinators Briefing.

- Yes
- No

7.6 What is the highest Federal Emergency Management Agency (FEMA) Professional Development Series level obtained by the Emergency Management Coordinator?

- Advanced Professional Series
- Professional Development Series
- None

7.7 What is the highest Federal Emergency Management Agency (FEMA) Professional Development Series level obtained by the Principal Deputy Emergency Management Coordinator?

- Advanced Professional Series
- Professional Development Series
- None

7.8 What percentage of active firefighters is trained in Hazardous Material *Awareness*?

- 76 – 100
- 51 – 75
- 26 – 50
- 00 – 25

7.9 What percentage of active firefighters is trained in Hazardous Material *Operations*?

- 76 – 100
- 51 – 75
- 26 – 50
- 00 – 25

7.10 What percentage of active firefighters is trained in Hazardous Material *Technician*?

- 76 – 100
- 51 – 75
- 26 – 50
- 00 – 25

7.11 The Emergency Management Coordinator has completed the following ICS courses, check all that apply:

- ICS 100, ICS, 200, ICS 700, and ICS 800
- ICS 300
- ICS 400

Section 8.0

EXERCISE, EVALUATIONS, AND CORRECTIVE ACTIONS

8.1 Jurisdiction has a current 3-year exercise and training plan.

- Yes
- No

8.2 Jurisdiction has exercised the Emergency Operation Plan (EOP) via real event activation or planned exercise within the past year.

- Yes
- No

8.3 Jurisdiction participated in 2013 regional Improvement Planning Workshop (IPW).

- Yes
- No

8.4 Has your jurisdiction participated, or plan to participate, in a regional 2013 HSEEP exercise, if yes what role:

Check all that apply

- Player
- Evaluator/Controller
- Planning Member
- Observer

Did not participate

Please provide Location and Date:

8.5 Jurisdiction has implemented comments from HSEEP Improvement Plan.

- Yes
 No
 Did Not Participate

8.6 Jurisdiction has had an exercise within the past year that exercises 100% of the EOC staff.

- Yes
 No

Section 9.0

CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

9.1 Jurisdiction has an active Public Outreach Program.

- Yes
 No

9.2 Jurisdiction has an active Community Emergency Response Team (CERT) Program.

- Yes
 No

9.3 Jurisdiction participates in annual Statewide Tornado Drill.

- Yes
 No

9.4 Jurisdictions outreach program has the ability to educate/notify Special Needs Populations.

- Yes, check all that apply
 Visually Impaired
 Hearing Impaired
 Elderly
 Medical
 Non-English Speaking
 Home Bound
 Low Income
 No

9.5 Jurisdiction has at least one current staff member who has completed the Basic Public Information Officer course.

- Yes
 No

9.6 Jurisdiction has a designated Public Information Officer (PIO).

- Yes
 No

9.7 Jurisdiction has a dedicated local community-based EM website.

- Yes
 No

9.8 Jurisdiction has a Public Inquiry System (rumor control hotline, etc.).

- Yes
- No

9.9 Jurisdiction has written procedures for disseminating and managing public information in disasters.

- Yes
- No

9.10 Jurisdiction has written procedures to establish and operate a Joint Information Center (JIC).

- Yes
- No

Section 10.0

ADMINISTRATION AND FINANCE

10.1 What approximate percentage of time does the EM Coordinator devote to emergency management?

- 100%
- 75%
- 50%
- 25%

10.2 What is the Full-Time Equivalent (FTE) of total emergency management staff? Write your answer in the comment box.

| |
|-------------------|
| <hr/> <hr/> <hr/> |
|-------------------|

Examples:

- If you have one staff member who dedicates 50% of their time to EM the FTE = 0.50
- If you have two staff members who dedicates 75% of their time to EM the FTE = 1.50
- If you have one staff member who dedicates 100% of their time to EM the FTE = 1.00

10.3 Emergency Management activities fall under which department or agency in your jurisdiction?

- Emergency Management, stand alone organization
- Fire Department
- Police/Sheriff Department
- Other, _____

10.4 The governing body has designated an authorized agent by resolution to act on behalf of the jurisdiction for public assistance.

- Yes
- No

10.5 Jurisdiction has pre-designated location for a Disaster Recovery Center (DRC).

- Yes
- No

10.6 Jurisdiction maintains written policies and has trained personnel to track disaster related expenses for disaster recovery cost.

- Yes
- No

10.7 The Emergency Management Coordinator has direct access to the Director of Emergency Services.

- Yes
- No