

2015 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 has or participates in 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 contacts in place.

- Yes
- No

If yes, check all that apply:

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

2.6 Does the jurisdiction promote and/or develop intrastate mutual aid agreements (MAAs) and assistance agreements throughout the Commonwealth?

- Yes
- No

If yes, check all MAAs that apply:

- MAAs with the private sector?
- Are there MAAs with Non-Profit Organizations?

2.7 Does the jurisdiction promote and/or develop interagency mutual aid agreements and assistance agreements throughout the jurisdiction?

- Yes
- No

If yes, check all MAAs that apply:

- Private sector?
- Non-Profit Organizations?

2.8 Does the jurisdiction inventory its response assets?

- Yes
- No

If yes, what disciplines are represented in your response inventory? (Check all that apply):

- Animal emergency response
- Emergency medical system
- Fire
- Hazmat
- Incident management
- Law enforcement
- Search and rescue
- Public health and medical
- Public Works
- Shelter

2.9 Does the jurisdiction type its response assets to conform to Tier 1 NIMS National Resource Typing Definitions, as available on the FEMA website:

<http://www.fema.gov/national-incident-management-system?>

- Yes
- No

2.10 Does the jurisdiction have a process to determine availability of response assets in accordance with Tier 1 NIMS National Resource Typing Definitions, as available on the FEMA website:

<http://www.fema.gov/national-incident-management-system?>

- Yes
- No

2.11 Does the jurisdiction maintain an inventory (electronic or paper) of potential resources which outlines potential resources available for local mutual aid, statewide mutual aid and EMAC resources?

- Yes
- No

Section 3.0 PLANNING

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

- Yes, month and year adopted: _____
- No

3.2 Does the jurisdiction review and revise plans to incorporate NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) components, principles, and policies?

- Yes
- No

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

- Yes
- No
- Not Applicable

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

- Yes
- No

3.5 The EOP addresses issues relating to access and functional needs population.

- Yes
- No

3.6 The EOP addresses Pet and Animal Care and Control.

- Yes
- No

3.7 If there is a state institution of higher education (IHE) in the local jurisdiction, is the IHE's emergency and crisis plan integrated into the local emergency management program?

- Yes
- No
- Not Applicable

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

- Yes
- No

If yes, how often do they meet?

- Monthly
- Quarterly
- Biannually
- Never
- Other

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

- Yes
- No

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

- Yes
- No

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

- Yes
- No

3.12 Does the jurisdiction have an EPCRA compliant hazardous material response plan?

- 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 Has the jurisdiction formally adopted, and/or maintained the adoption for Fiscal Year (FY) 2015, the National Incident Management System(NIMS) as its all-hazards incident management system?

- Yes
- No

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, satellitephone, 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
- No

Check all that apply:

- Dial-Up
- Broad Band
- T-1
- Satellite
- Wireless
- AirCard
- VPN
- Tethering

Section 6.0 OPERATIONS

6.1 Identify the status of standard guideline/procedures in regards to Emergency Operations 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
- None have been developed or are 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?

- 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 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's 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
- Multipurpose room (with communication equipment and necessary supplies/equipment)
- Pre-Checked location, with no capabilities
- No, jurisdiction has no identified primary EOC

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

- Permanent, fully dedicated facility
- Multipurpose room (with communication equipment and necessary supplies/equipment)
- Pre-Checked location, with no capabilities
- No, jurisdiction has no identified alternate 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
- No

Comments:

6.15 Does the 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 Have National Incident Management Systems (NIMS) concepts and principles been incorporated into all appropriate jurisdiction training?

- Yes
- No

If yes, which of the following has been incorporated? (Check all that apply):

- Flexibility
- Scalability
- Standardization
- Interoperability and compatibility
- Resource management
- Incident command
- Multiagency coordination
- Public information

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

- Yes
- No

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

- Yes
- No

7.6 The Emergency Management Coordinator and/or Principal Deputy Coordinator attended the 2014 Virginia Coordinators Briefing.

- Yes
- No

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

- Advance Professional Series
- Professional Development Services
- None

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

- Advance Professional Series
- Professional Development Services
- None

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

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

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

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

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

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

7.12 Has the jurisdiction implemented a training program to ensure that the appropriate emergency/incident response personnel, as identified in the *NIMS Training Program*, receive National Incident Management Systems (NIMS) training in accordance with their incident management responsibilities?

- Yes
- No

7.13 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 Have NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) concepts and principles been incorporated into all appropriate jurisdiction exercises?

- Yes
- No

If yes, check all that apply:

- Flexibility
- Scalability
- Standardization
- Interoperability and compatibility
- Resource management
- Incident command
- Multiagency coordination
- Public information

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

- Yes
- No

8.4 Jurisdiction participated in 2015 VDEM managed regional Improvement Planning Workshop (IPW).

- Yes
- No

8.5 Jurisdiction participated in or plans to participate in a VDEM managed regional HSEEP exercise in **1** 2015, if yes what role:

- Yes
- No

Check all that apply:

- Player
- Evaluator/Controller
- Planning Member
- Observer
- Did not participate

Please provide Location and Date:

8.6 Jurisdiction has implemented comments from HSEEP Improvement Plan.

- Yes
- No
- Did not participate

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

- Yes
- No

8.8 Jurisdiction participated in or conducted a non-VDEM exercise in 2014?

- Yes
- No

If yes, select core capability that was evaluated.

- Planning
- Public Information and Warning
- Operational Coordination
- Forensics and Attribution
- Intelligence and Information Sharing
- Interdiction and Disruption
- Screening, Search and Detection
- Access Control and Identity Verification
- Cybersecurity
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Supply Chain Integrity and Security
- Community Resilience
- Long-term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threat and Hazard Identification
- Critical Transportation
- Environmental Response/Health Safety
- Fatality Management Services
- Infrastructure Systems
- Mass Care Service
- Mass Search and Rescue
- On-scene Security and Protection
- Public and Private Services and Resources
- Public Health and Medical Services
- Situational Awareness
- Economic Recovery
- Health and Social Service
- Housing
- National and Cultural Resources

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 promotes:

Annual Statewide Tornado Drill.

- Yes
- No

Annual earth quake drill-ShakeOut

- Yes
- No

9.4 Jurisdiction outreach program has the ability to educate/notify access and functional needs populations to include low-English proficiency community.

- Yes
- 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 Approximate, what 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:

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 locations for a Disaster Recovery Center (DRC).

- Yes
- No

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

- Yes
- No

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

- Yes
- No

Section 11.0
REPORTING IMPACT ON JURISDICTION

11.1 How long did it take you to compile this response?

- 8 hours
- 8-24 hours
- 24-72 hours
- More than 72 hours

11.2 How much did it cost your jurisdiction to answer this response?