

2017 LOCAL CAPABILITIES ASSESSMENT FOR READINESS (LCAR) (Point values)

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 contracts in place which includes demobilization.

- ☐ 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
- ☐ 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 of 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, Everbridge, etc.).

- ☐ Yes
- ☐ No

5.5 Does the EOC communication infrastructure include multiple systems?

- ☐ 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?

- ☐ 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 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 understand 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 VDEM's 2016 Fall Forum and/or the 2017 Virginia Emergency Management Symposium.

- ☐ Yes
- ☐ No

7.7 Has the Emergency Management Coordinator completed any of the following certifications? Check all that apply:

- Professional Development Series
- PDS, Advance Professional Series
- APS, PDS, Emergency Management Professional Program, Basic Academy,
- PDS, APS, EMPP Basic and Advanced Academy
- None

7.8 Has the Principal Deputy Emergency Management Coordinator completed any of the following certifications? Check all that apply:

- Professional Development Series
- PDS, Advance Professional Series
- APS, PDS, Emergency Management Professional Program, Basic Academy,
- PDS, APS, EMPP Basic and Advanced Academy
- None

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

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

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

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

7.11 What percentage of active firefighters are 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 2017 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 2017

- ☐ Yes
- ☐ No

If yes, 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 2016?

- ☐ 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 earthquake 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?