

## Emergency Management Self-Assessment

This is an informal five-minute quiz you can take as a confidential personal assessment of you and your community's emergency management risk. The questions reflect some of the survival capabilities that past experience has associated with effective CEO participation in emergency management.

Following the set of questions is a scoring section. The scoring section is designed to help you decide whether action is needed to reduce your risk.

1. Have you personally reviewed your community's emergency management plan within the past 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you have a clear understanding of your authority and responsibilities in disaster situations? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have your elected officials participated within the last two years in either a comprehensive review of your emergency management system or a disaster exercise? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is a single news media point of contact (e.g., public information officer) provided in your community's emergency management plan? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Were representatives of the news media involved in developing and testing the community's emergency management plan? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Does your community have adequate accounting and disaster records-keeping procedures to document your community's requests for reimbursement under state and federal emergency assistance programs? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Does your community's plan insure that the information needed to defend itself in a disaster-related lawsuit is maintained during an incident? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is the disaster organizational structure an extension and expansion of the day-to-day emergency structure? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Have you spent more than one hour during the past year in face-to-face discussion with your emergency management program manager about how to improve disaster management? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Are your emergency management procedures brief and organized in a manner that enables your community to respond smoothly to the range of incidents that may confront it? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Are your mutual/automatic aid systems with other communities effective for both normal and disaster situations? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Are all your emergency units equipped and your personnel trained so that they can begin to set up an incident command system? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Do you understand state and local emergency management law, particularly as it relates to the CEO's powers during an emergency? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Does the emergency operations plan contain lines of succession (at least three back-ups) for key officials and has the authority to act in their stead been pre-delegated? Yes \_\_\_\_\_ No \_\_\_\_\_

## Self-Assessment Scoring

Obviously, the correct answer for all questions is yes. To give you a yardstick for how well you are doing, give yourself one point for each "yes" answer. Total your score. Grade your risk as follows:

**13–14 Yes answers.** Your risk is apparently well managed; now make it perfect. Look back at your "no" answers and decide what you can do to close this area of exposure.

**11-12 Yes answers.** You are making good progress, but there are a number of actions you can take to reduce your risk. You may wish to focus your attention on areas indicated by the "no" answers. Based on the results of reviews in these areas, you can decide what further steps are indicated.

**8-10 Yes answers.** You and your community may be at risk, but it is not too late. Scores in this range suggest your emergency management responsibilities are being partially met, but there is room for improvement. Start today to develop a comprehensive emergency management program.

**Fewer than 8 Yes answers.** You are at risk! Prompt action is indicated. You need to take immediate action to improve your ability to respond effectively to a major disaster. A complete review of emergency management organization and your role is warranted to reduce your risk.