

## **EPPI Exercise 2014—Municipal Checklist**

### **Pre-Exercise and/or during exercise:**

- **Convene Functional Needs Working Group** (Depending on the size of your community, this working group may include, in addition to the usual Unified Command (emergency management, CEO, police, fire, school superintendent, etc.), local public health, emergency medical services, transportation companies, social services, nursing homes and elderly housing representatives, Meals on Wheels, and local charitable groups. Ask yourself, where can I get the most accurate information on the size of the functional needs population in my community, and who has the resources to assist in planning before, and responding to, an emergency?)
  - Date(s):
  - Participating Organizations/Individuals:
  - Review and Update of Local Emergency Operations Plan, ESF 6 Annex, Mass Care
  - Review of demographics of functional needs residents of your community (Children, elderly, language and other communications barriers, medically fragile, etc...) How can you best collect additional data on your community? (See earlier EPPI memos for more details.)
  - Review/update plan to include possible sheltering of functional needs individuals
    - Which shelters are accessible, both externally and within the shelter itself?
    - How are communications issues addressed?
  - Review/update plan to include possible evacuation of functional needs individuals
    - How will you accomplish an orderly and safe evacuation of residents? What is your plan? Are all the pieces in place to implement your plan?
  - Review/update plan include public messaging methods for general public as well as those with functional needs
- **If you wish, request an electric utility liaison to attend the exercise at your EOC.**

## During Exercise:

- Open Local Emergency Operations Center
  - Test equipment and communications methods
- Convene Unified Command
  - Include Functional Needs Working Group Representatives
  - Keep list of Unified Command and Functional Needs individuals/entities represented
  - Review LEOP, including Mass Care Annex 6, Public Health, ESF 8, and hurricane preparations checklist
  - Prepare an Incident Action Plan
  - Practice Communications with utilities, make safe protocol process
  - Practice local/state communications processes and procedures
    - Use Web EOC to communicate with DEMHS regional office
    - Use other communications methods, which may include telephone, email, high-band radio, FAX, other
    - Update your points of contact information
- Public Messaging
  - Procedures or methods are in place/have been tested to provide information to individuals with functional needs regarding the existence and location of accessible services in an emergency? Are these procedures in your LEOP or Annex?
  - What procedures or methods are in place/have been tested regarding canvassing or otherwise ensuring that people with functional needs are able to access services provided by the municipality after an emergency? Are these procedures in your LEOP and Annex?
  - What messaging can the municipality provide to encourage all residents, including those with functional needs, to be prepared to “weather” a storm for a period of time, including generators, batteries, sufficient medications, etc...?
- How can your planning and response be improved to include functional needs issues? Who can be included in the planning process and the Unified Command to enhance response and recovery?