Unit 6: Preparedness

Unit Terminal Objective

Explain the Senior Official's role in preparedness.

Unit Enabling Objectives

- List Senior Official responsibilities in preparing for an incident.
- List website resource for FEMA doctrine, guidelines, and additional training.

Preparedness

Check Plans, Policies, and Laws

Do your agency's/jurisdiction's preparedness plans, policies, and laws:

- **Align with NIMS terminology and systems?**
- **Cover all hazards?**
- **Include delegations of authority (as appropriate)?**
- **Include up-to-date information?**

Establish Resource Management Systems

- Do you have established systems for:
  - Describing, inventorying, requesting, and tracking resources?
  - Activating and dispatching resources?
  - Managing volunteers?
  - Demobilizing or recalling resources?
  - Financial tracking, reimbursement, and reporting?
- Do you have mutual aid and assistance agreements for obtaining resources, facilities, services, and other required support during an incident?

Establish Communications and Information Systems

- Are protocols and procedures in place?
- Can responders from different agencies or mutual aid and assistance partners communicate with one another?
- Do you have a plan/budget for maintaining and replacing your emergency communication systems?

Training, Credentialing, and Exercising

- Do you have sufficient qualified personnel to fill ICS, EOC and JIS positions?
- Can you verify that personnel meet established professional standards for:
  - Training?
  - Experience?
  - Performance?
- When was the last tabletop, functional, or full-scale exercise that practiced command and coordination functions? Did you participate in that exercise?

Continuous Improvement

- Incident debriefing
- Post-incident critique
- Post-incident analysis
- Corrective Action Report/After Action Report

Additional Resources

- **NIMS Doctrine and Supporting Guides and Tools - https://www.fema.gov/nims-doctrine-supporting-guides-tools**
- **ICS Resource Center - https://training.fema.gov/emiweb/is/icsresource/index.htm**
- **Additional NIMS Training - https://training.fema.gov/**

Objectives Review

1. What are the Senior Official's responsibilities when preparing for an incident?
2. What websites provide resources for FEMA doctrine, guidelines, and additional training?