

## Resource E: Emergency Management Suggested Checklist

- ☑ Determine how your jurisdiction carries out emergency management.
- ☑ Set up meetings with essential players (i.e., Office of Emergency Management, fire department, law enforcement, and emergency medical services).
- ☑ Establish working relationships by sharing contact information and setting up notification systems.
- ☑ Identify resources and skill sets that will be useful for both senior service agencies and emergency management officials.
- ☑ Participate in plan development, drills and exercises, and other preparedness activities.
- ☑ Be sure to develop an internal Business Continuity Plan (BCP) for your agency to ensure that your mission can be carried out with special emphasis on communications, back-up systems for data, emergency service delivery options, and transportation.
- ☑ Identify other partners including the American Red Cross, the Salvation Army, other members of the Voluntary Organizations Active in Disaster (VOAD), and any other senior-focused agencies/organizations.
- ☑ Work with partner agencies to identify potential areas of unmet needs and plan for them.
- ☑ Have a system in place to track emergency expenditures as they *may* be reimbursable.
- ☑ Talk to similar agencies in other jurisdictions. They may have systems and literature in place that you can adapt for your locality.