

EMERGENCY PREPAREDNESS COMMUNITY PARTNER CHECKLIST



This checklist is intended to be used as a roadmap for youth serving organizations to operationalize collaboration with government agencies, businesses, and other nonprofit organizations including best practices to consider when streamlining emergency preparedness language, policy, and procedures at the organizational and community level. This checklist includes key stakeholder identification, communication plans, and supportive resources for plan sustainability and effectiveness.

IDENTIFYING COMMUNITY PARTNERS & KEY STAKEHOLDERS

	Name	Phone Number	Email
Emergency Preparedness Specialist in your county			
Emergency Preparedness Coordinator in your county			
Emergency Management Administrator for your city			
Fire Chief within your zip code			
Chief of Police			
Local Red Cross Director			
Mobile Crisis Response Coordinator			
Emergency Response Committee leader for your city			

WORKING WITH AN EMERGENCY RESPONSE COMMITTEE

Ensure that your organization has an Emergency Response Committee.

Ensure that your organization's Emergency Response Committee has representation from various levels of leadership representing every department.

Identify key staff member(s) (1 or 2) who will be responsible for communicating the emergency response plan/process.

Engage organizations, community partners, and stakeholders in building a quality Emergency Response Plan and Continuum of Operation Plan (COOP).

Build internal and external Emergency Response Plan and COOP using emergency preparedness language that meets FEMA standards.

Create a survey to evaluate the efficiency of the Emergency Response Plan.

Develop a policy and process to test the Emergency Response Plan on a quarterly basis for efficiency and effectiveness at the organization and community level.

SUPPORTIVE RESOURCES

- [FEMA: Individual and Community Disaster Simulations](#) - Scenarios to help "test" your plans.
- [FEMA: Continuity of Operations Plan \(COOP\) Resource Toolkit](#) - Resources to help your organization develop a continuity plan.
- [Emergency Management Plan](#) - Free tools to support organizations cover all bases for recovery after disasters.