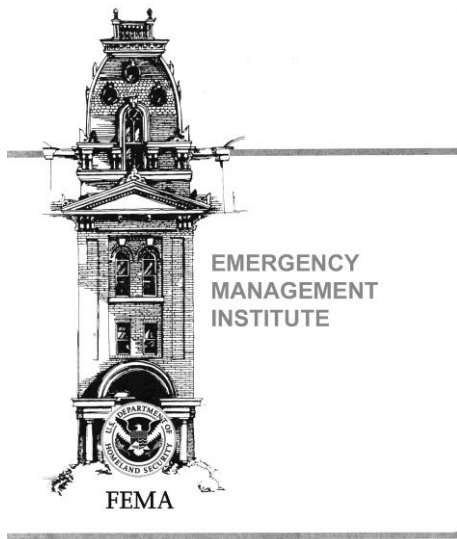


# UNIT 8: NEXT STEPS

## Student Manual

Federal Emergency Management Agency  
Emergency Management Institute



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## NEXT STEPS INTRODUCTION




In this unit, you will use the knowledge you've acquired from the previous units and the worksheets you've completed to begin developing an Action Item List to continue the Mass Care and Emergency Assistance planning back in your community.

Before our final activity, let's quickly review what we've learned.

## COURSE OBJECTIVES REVIEW

### Objectives Review

- **Define the four Mass Care and Emergency Assistance services as discussed in this course**
- **Describe how to determine your community's Mass Care and Emergency Assistance resource requirements**
- **Identify providers that exist in your community or can be called upon from a nearby community to meet the requirements for Mass Care and Emergency Assistance**

**FEMA**8.2


At the conclusion of this unit, you will be able to:

- Define the four Mass Care and Emergency Assistance services as discussed in this course.
- Describe how to determine your community's Mass Care and Emergency Assistance service requirements.
- Identify providers that exist in your community or can be called upon from a nearby community to meet the requirements for Mass Care and Emergency Assistance.

## COURSE OBJECTIVES REVIEW (Continued)

### Objectives Review (Continued)

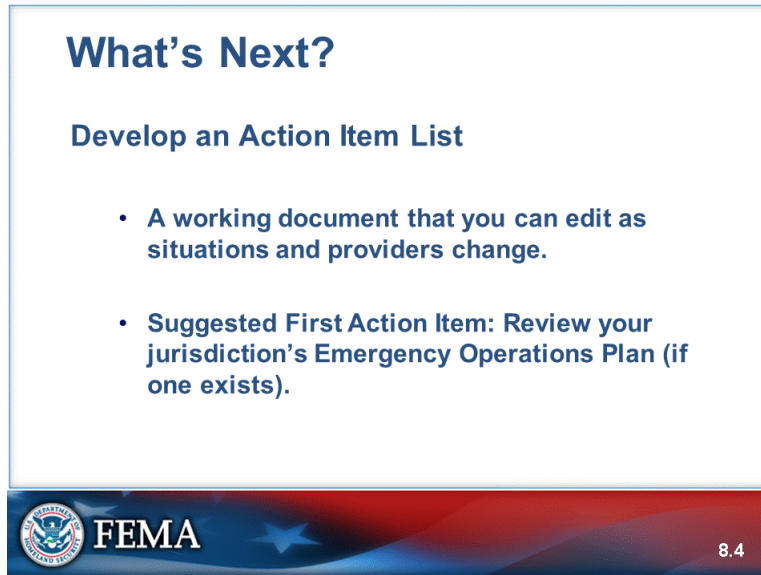
- Name planning and operational actions that can affect how services will be provided.
- List Action Items to utilize community resources and providers to meet Mass Care and Emergency Assistance requirements in your community.



At the conclusion of this unit, you will be able to:

- Name planning and operational actions that can affect how services will be provided.
- List Action Items to utilize community resources and providers to meet Mass Care and Emergency Assistance requirements in your community.


## WHAT'S NEXT?



**What's Next?**

**Develop an Action Item List**

- A working document that you can edit as situations and providers change.
- **Suggested First Action Item: Review your jurisdiction's Emergency Operations Plan (if one exists).**

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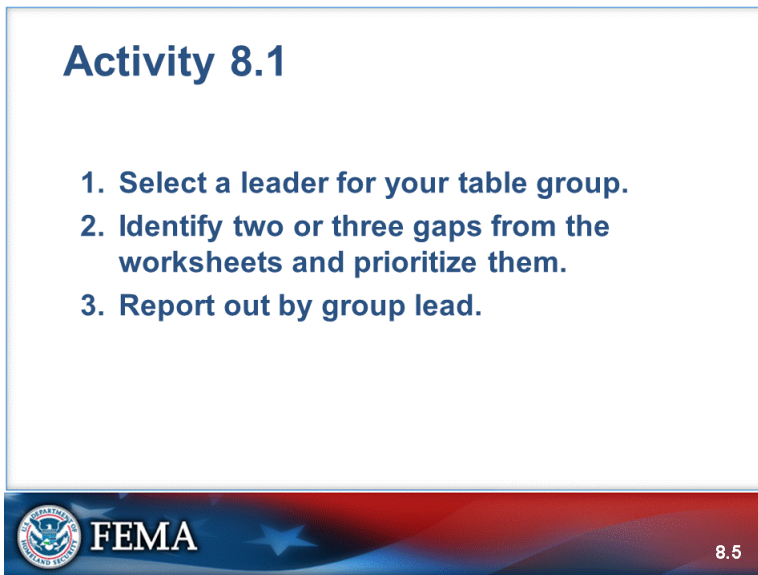
Throughout the course, there have been discussions about the importance of engaging the whole community to plan for and meet the requirements in your community before, during, and after a disaster. The emphasis has been on building relationships and partnerships before a disaster. You've built worksheets to identify the resources to provide the services needed, listed the requirements, and identified potential providers. Now you will determine the next steps to take.

Before you leave this class, it is important that you plan the next steps to maintain your planning momentum. To keep things moving forward, develop an Action Item List.

Remember that preparedness is an ongoing cycle rather than a one-time activity. Your list should be a working document to be revised as you learn more about your community's needs. Your Action Item List will also need to be adjusted when providers and other relationships change to help you achieve resilience for your community.

As the first item on your list, identify if your jurisdiction has an Emergency Operations Plan. If so, review it thoroughly. If not, take steps to develop one.

One of the key documents to guide you through that development process is the latest version of the *Comprehensive Preparedness Guide (CPG) 101*. The *CPG 101* can be found at [www.fema.gov/about/divisions/cpg.shtm](http://www.fema.gov/about/divisions/cpg.shtm). It provides guidance on the fundamentals of planning and developing Emergency Operations Plans (EOPs) and discusses the steps used, possible plan structures, and components of a basic plan and its annexes.

**ACTIVITY 8.1**

**Activity 8.1**

1. Select a leader for your table group.
2. Identify two or three gaps from the worksheets and prioritize them.
3. Report out by group lead.

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In the first activity, you will work in your table groups to prioritize gaps identified from your worksheets that need to be resolved in order to build MC/EA community preparedness. Gaps are requirements not fully met to support the resources needed.


Select a person at your table to be the lead to report out for your group. Work with your table group to identify gaps on your worksheets. Remember, as you developed your worksheets, that the last column was *Comments*? That may be a good place to start identifying these gaps that will be listed as your Action Items for this activity. Once you have selected two or three issues, prioritize them and be ready to report out to the class. Explain how you set the priorities.

Be prepared to report out in 20 minutes.

## ACTIVITY 8.2

### Activity 8.2

1. **The Community Leadership Team will conduct a whole class discussion that results in a prioritized list of issues.**
2. **Identify the specific tasks required to address the top-priority issue.**
3. **Arrange the tasks in sequential order.**
4. **Assign each task to a specific person or group.**
5. **Establish milestones (due dates) for each task.**

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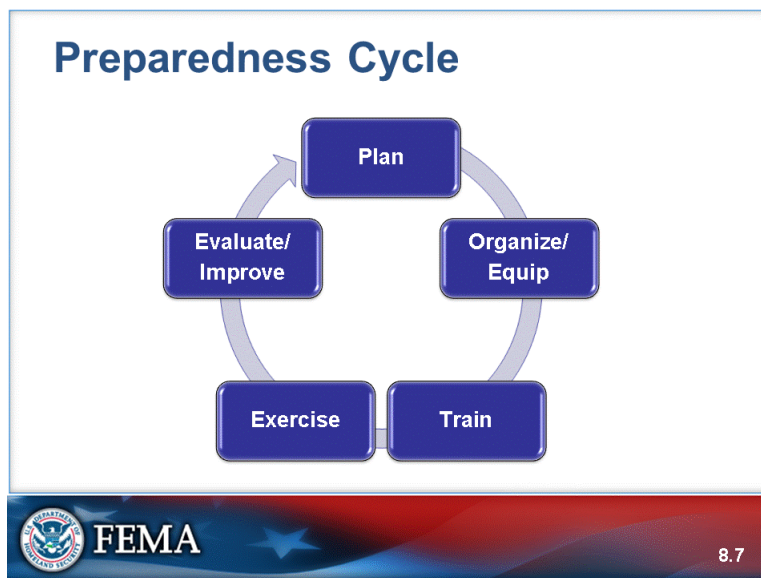
1. Remove the sample Action Item List, the sample Action Item List form with instructions, and the blank Action Item List included at the end of this unit in your manual. One person should be selected as the official “recorder” to take the Action Item List back to the community to be used for continued planning.
2. The sample Action Item List with Instructions will describe the kind of information to be added in each column. The sample Action Item List shows how one group chose to address the gap of not having ADA-compliant ramps at the facilities identified as potential shelters.
3. The Community Leadership Team will conduct a whole class discussion that results in the selection of a top priority to be worked on in this activity. List the top priority on the blank Action Item List.
4. Identify the specific tasks required to address it.
5. Assign each task to a specific person or group, if you can.
6. If this task will impact or resolve other requirement gaps identified on your worksheets, enter the cross-reference information in the Relation to Other Requirement #'s column.
7. Establish milestones (due dates) for each task. These can also be added later.
8. The Resolution column will be blank for now.

When you return to your community, you should add requirements and tasks to your Action Item List as you build out your worksheets for each of the MC/EA services.

Reminder: These forms are included in the course as a way to organize planning. They can be modified to fit the needs of the community.



## PREPARDNESS CYCLE



This course has focused on the entire life cycle of preparedness. We have pointed you in the direction of organizing and equipping the community. It will be up to you to continue this process in the weeks and months to come, and remember – it never ends.

Continually evaluate the hazards and Mass Care and Emergency Assistance requirements in your community to maintain and strengthen your resiliency.

- You, as an individual or family
- You, as a community member
- You, the community as a whole

There are other tools available that are appropriate for your community that have been addressed throughout the course. One of the key documents is the latest version of the *Comprehensive Preparedness Guide (CPG 101, Version 2)*. The *CPG 101* can be found at [www.fema.gov/about/divisions/cpg.shtm](http://www.fema.gov/about/divisions/cpg.shtm). Additional information can be found on [www.FEMA.gov](http://www.FEMA.gov).

Remember, planning makes it possible to manage the entire life cycle of a disaster. It is important to continue on this cycle so all the planning and organizing you have done can withstand the stress and chaos of a disaster event in your community.

Once partnerships have been established, relationships can be sustained through regular activities. Community ownership of Mass Care and Emergency Assistance projects will help ensure continued involvement and progress in the future. Furthermore, engaging community members through scheduled resilience-building activities, such as training, drills, and exercises, will ensure they can be activated and respond during emergencies.

## FINAL ASSESSMENT

### Final Assessment

You have 30 minutes to take the assessment.



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