

Answer the following questions by writing “YES” or “NO” in the left column to assess the need for an exercise. A “no” answer to any of the questions could indicate an area in your plan that needs to be exercised.

Yes or No?	
	1. Are all sections of the emergency operations plan (EOP) up-to-date?
	2. Have all sections of the EOP been executed in the past year? (either in an actual occurrence or an exercise)
	3. Are all policies and guidelines for response to an emergency spelled out clearly in the EOP? (Mutual aid agreements, etc.)
	4. Has the Emergency Operations Center been activated in the past year?
	5. Has an exercise been conducted within the past year?
	6. Have improvements been made and documented from past exercises?
	7. Have notification / alternate warning systems been tested in the past year? (either in an actual occurrence or an exercise)
	8. Are all personnel (including new staff, leadership, elected officials, etc.) familiar with the EOP?
	9. Are identified personnel familiar with their role in emergency operations?
	10. Do employees know where to get current information?
	11. Do current personnel possess the knowledge and skills necessary to respond as indicated in the EOP?
	12. Have critical infrastructure and private sector partners been involved in any exercises?
	13. Have volunteer organizations been actively participating in current programs?
	14. Have new resources been identified and incorporated into the EOP?
	15. Have all resource constraints or limitations that could create problems in an emergency been addressed?
	16. Are personnel familiar with available resources?
	17. Are personnel capable of managing their resource function in an emergency situation?