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## Worksheet C

### Sample Detailed Step Workplan

**CEM Program:** Resource Identification & Inventory

**Subtopic:** Identify, log, and file internal, local community, state and federal resources that would be available to you during a disaster.

**End Product:** A comprehensive list of disaster resources, and a system to access those resources during time of emergency/disaster.

**Action Steps:**

1. Brainstorm an extensive list of potential volunteer and professional individuals that could contribute a small amount of time toward investigating potential disaster resources. Consider the following:
  - a. Emergency Preparedness Committee members.
  - b. Planning Team members.
  - c. Veteran Service Organizations.
  - d. Local Emergency Management Agency.
  - e. Undergraduate and graduate students from local universities as work study.

Note: Help to secure their support by emphasizing that a small amount of work done by a large number of people can make the job go easy and quickly ...And the facility needs their assistance.

2. Identify specifically an amount of time per week or month that you think it will take to completely explore your facility, local area and state for resources. Divide that amount of time by a reasonable number of people that you think you can get to help. Then, specifically ask people for that amount of time over a several month or week period of time.
3. Follow the suggestions for categories listed in the chapter. Establish what specific information about resources that you will be seeking. Identify potential sources of information. Then, design a form that will adequately record that information. Don't forget to include cost/hour/day figures and provisions of mutual aid agreements, etc.
4. An additional method of gathering information about resources is to design and send out a questionnaire. Although the results of questionnaires are sometimes less than desirable, it is an option to supplement your information gathering system. As a time saving strategy for the future, establish some way to get all of this information recorded on a computer software program. Then, as an annual project, all you have to do is send a computer printout to all the agencies and organizations and ask them to update any changes.

**Estimate of Staff Time:** With full cooperation and effort from a good working committee of 10 to 12 people, it would be reasonable to expect them to finish this project in 4 to 6 months. Of course, this only considers a very few hours per week, per

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individual. Much of the information gathered must be procured by actual interview with key individuals.

**Barriers:**

1. Lack of support.
2. Uncooperative agencies, organizations or businesses.
3. Oversight of viable resources that can help with this project.
4. Inability of the EPC to sell the need for this project to volunteers and agencies/organizations who can help.

**Incentives:** Selling point--Using the right resources to do the job is imperative to good emergency operations. Someone in the community must know what resource are available.

1. Appeal to individual and organizational civic pride to help the community.
2. Lives and property could depend on the proper identification of specialized resources.

**Budget Issues:** Time, potential computer programming time and processing, establishment of a filing system.

**Who Should Do It?** A cadre of professionals and volunteers supporting the local EPC.

**Maintenance Tasks:** Annually send out copies or print outs for updates and changes.

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