

HOW TO COMPLETE THE 2009 LCAR DOCUMENT

The emergency management function (EMF) sections should be distributed to internal departments or agencies that are responsible for the emergency management role. Please note that each section includes a place to identify the individual and/or the department who completed the assessment and VDEM strongly encourages providing this information. As each department completes its self assessment, that portion or portions of the spreadsheet should be returned to the emergency coordinator.

The criteria used to assess each function will remain on a scale of 1 to 5, as in previous years and is as follows:

- 5 - Fully capable: A full capability has been achieved and only maintenance is required.
- 4 - Very capable: A high level of capability has been attained; only a limited effort is needed to reach full capability
- 3 - Generally capable: A baseline capability has been developed, but a significant effort is required to reach full capability.
- 2 - Marginally capable: Some progress has been achieved, but a substantial amount of effort is required to reach full capability.
- 1 - Not capable: Capability has not been achieved.
- N/A - Not applicable

Please provide the score for each question. There are currently “zeros” at the end of each question, which should be replaced with the score. You will note that as you answer each question, the average score for the category will automatically update for the category as well as the summary sheet for the overall form.

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Each EMF spreadsheet includes a comment section. Comments may be provided for the following situations:

- Scores of 3 or lower;
- Scores that declined from previous years;
- Scores that improved, based on best practices so that they may be shared with other communities;
- Requests for technical assistance or resources.

As each department completes its self assessment, that portion or portions of the spreadsheet should be returned to the emergency coordinator.

The emergency coordinator should return the LCAR instrument to LPA via email by July 1, 2009 to Eileen.Tarr@vdem.virginia.gov and copy Tammie.Cox@vdem.virginia.gov.