

- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



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## Capability Assessment Tools – User’s Guide

**Purpose:** The Ohio Emergency Management Agency (EMA) has developed a set of twenty-three (23) Microsoft Excel spreadsheet-based Capability Assessment Tools to assist local jurisdictions in the self-assessment of their jurisdiction’s emergency management preparedness and response capabilities.

The Capability Assessment Tools were constructed using inputs from the Ohio State Capabilities Assessment for Readiness (OSCAR) emergency management program analysis software, the National Fire Protection Association (NFPA) 1600: Standard on Disaster/Emergency Management and Business Continuity Programs, the Federal Emergency Management Agency’s Target Capability Lists (links to the TCLs are included in the tools as appropriate), the State of Ohio’s Plan Development and Review Guidance Checklist, and the Emergency Management Accreditation Program (EMAP).

The Capability Assessment address the following 23 capability groupings:

- Administration and Finance
- Animal Disease and Control
- CBRNE Detection and Explosive Device Response
- Communication and Emergency Public Information
- Continuity of Operations
- Critical Infrastructure Protection
- Damage Assessment
- Direction, Control and Coordination
- Donations and Volunteer Management
- Economic and Community Recovery
- Emergency Public Safety and Security
- Engineering and Public Works and Debris Management
- Fire Incident Response and Search and Rescue

### **Mission Statement**

*“to save lives, reduce injuries and economic loss, to administer Ohio’s motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available.”*

- Hazard Identification, Analysis and Mitigation; and Risk Assessment
- Hazard-Specific and Natural Hazards Response
- Mass Care and Sheltering
- Public Education and Information
- Public Health and Medical Services
- Resource Management and Logistics
- Responder Health and Safety
- Training and Exercise
- Transportation
- Weapons of Mass Destruction and Hazardous Materials

## How to Use the Capability Assessment Tools

The Capability Assessment Tools are divided into four sections:

### Section 1.0 – Capability Standard

This section is a Capability Standard that is based on language from the sources listed above that presents a discussion of what the capability is expected to achieve.

### Section 2.0 – Planning Capability Elements

For each of the assessment elements in this section and through the tool, the user enters an assessment rating of 1 through 5, according to the following common rating ratings:

- 1- The jurisdiction has not started to develop this measure.
- 2- The jurisdiction has started to develop this measure, but we are not far along in the process.
- 3- The jurisdiction has developed this measure, but it needs to be improved.
- 4- The jurisdiction has fully developed this measure.
- 5- The jurisdiction has fully developed and tested this measure.

### Section 3.0 – Operational Response Elements

The Tool will automatically calculate a Capability Assessment Rating for each element group, and will also calculate in Section 4.0 an additive assessment score for Sections 2.0 and 3.0. The cells in which these ratings are displayed are formatted to automatically be shaded, dependent of the assessment rating score, as either Red (0 – 50 assessment rating), Yellow (51 – 79 assessment rating) or Green (80 – 100 assessment rating).

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These tools have been designed for scaled use. The tools can generate assessment ratings for a single capability element, for multiple elements, and for the capability overall.

#### **Section 4.0 – Capability Assessment**

Section 4.0 automatically calculates an overall Planning and Operational Capability Assessment Rating. This Section also includes a list of eight Overall Capability Assessment elements to allow the user to determine an overall Capability Assessment Rating.

#### **Other Considerations for Use of the Capability Assessment Tools**

- The tools can be used by an individual, by an agency, by a group of agencies, or with regional staff and/or planners.
- Because each element is rated individually, the tool can be used modularly to assess elements individually, assess groups of elements, assess overall planning and/or response capabilities, or assess overall capabilities.
- Comment sections are provided throughout the Tool to enter comments and/or notes for each element and for each assessment rating.
- The best source for further plan development and preparedness information is the Ohio EMA Plans Branch page on the Ohio Emergency Management Agency's website at: <http://www.ema.ohio.gov/LocalEOP.aspx>. This site offers detailed information and guidance for emergency operations planning and program development, and links to capability-building resources and guidance.

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