

Regional Planning Preparedness Self-Assessment Tool (RPPSAT)

Content adapted from: Ronald W. Perry, Ph.D., Michael K. Lindell, Ph.D., 2006

Handout 10

Planning Component	Question	Level of Preparedness Scale: 1=Lowest/Worst/Weak/No, 5=Highest/Best/Strong/Yes				
		1	2	3	4	5
1	Is the planning team assembled? Is it composed of a diverse group of stakeholders from within the Region?					
1	Is there flexibility to add additional planning team members, as response-planning requires specific expertise?					
1	Are the members of the planning team motivated?					
	Do planning team members know and appreciate each others' strengths and experiences?					
1	Does each planning team member know what his/her individual role is on the planning team?					
1	How would you grade the level of solidarity among the planning team members? Does the team have a good working rapport?					
1	Do the planning team members collaborate well with each other?					
1	Is there a communication protocol established among the planning team members?					
1	Does a governance structure exist to guide the planning team?					
	Are key leaders of the governance structure involved on the planning team?					
1	Is there a mechanism for creating subcommittees within the planning team that allows for community experts to serve in specialized capacities?					

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2	Is your hazard/vulnerability assessment (H/VA) current, i.e., no more than 12 months old?					
2	Are you familiar with any changes that have occurred with respect to primary threats since the last planning process?					
2	Do you have a thorough understanding of the changes in the Region and communities that increase or decrease threats?					
2	Do you know the physical characteristics of each threat? (For example, seasonality, probability, speed of onset, duration of impact, identification of exposed areas, and issues associated with multiple impacts).					
2	Do you know the predictability of each threat? (For example, the state of prediction and detection technology, and length of forewarning).					
2	Do you know the controllability of each threat? (For example, are structural mitigations available and implemented? Or can the force of impact be channeled into places or forms that are less dangerous?)					
2	Do you know the sociocultural factors related to each threat? (For example, what is the level of citizen awareness? Has the population significantly changed in size or composition or distribution? Is population density increasing in places within the Region? Has the ethnic or cultural character of the area changed, which might produce cultural norms counter to normal emergency response or possibly language/communication difficulties?)					
2	Do you know the ecological factors related to each threat? (For example, is the impact of the focal agent likely to create other disasters? Floods cause public health dangers, whereas earthquakes cause hazardous materials releases. What is the likelihood that the threat or its secondary features will produce harm to the environment—water table contamination, soil contamination, dangers to wildlife? What kind of measures will be required to contain, restore, or protect a contaminated environment?)					

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3	Is there a planning team leader who assigns tasks?					
	Does the planning team leaders hold the other members accountable to their tasks and the overall planning process?					
3	When the planning process is implemented, are tasks assigned to individuals or teams?					
3	Are planning task assignments made in a way that leverages the individual strengths and talents of each planning team member?					
3	Do tasks have timelines and deadlines for completion?					
3	Do planning team members understand the expectations with respect to tasks that have been assigned to them?					
3	Do the planning team members share the work load?					
3	As plans are developed, is the planning team able to identify the needed training for response personnel?					
3	Does the planning team have the capacity to plan (or delegate and oversee) exercises to test effectiveness?					
3	How well does the planning team review the existing Emergency Operations Plan (EOP) and make updates based on the most current planning process?					

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	<i>[Note: This section is designed more for the LEOP, so do not worry if you are not able to evaluate the questions.]</i>					
4	Does each identified threat have a response strategy?					
4	Does each strategy have specific tasks to be implemented towards the resolution of the problem?					
4	Are the required resources identified for the completion of each task?					
4	Does the planning team know what resources are available for the completion of each task within each plan?					
4	Does the planning team know who controls or is responsible for the resources that are available?					
4	Has the planning team integrated the resources into the planning strategy and process so they understand their role?					
4	In general, is the planning team comfortable with its assessment of resources and the pairing up of resources with tasks?					
4	If there are unmet needs with respect to resources, does the planning team have an effective process for identifying supplementary resources to fill the gaps?					

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5	Has the planning team defined the specific roles of the public and private agencies for each emergency response?					
5	Does each agency or organization understand the specific role(s) it will be expected to perform in each specific emergency?					
5	Are the necessary agreements in place to govern the participation of certain agencies during an emergency?					
5	Do agencies and organizations understand the roles that the other agencies and organizations will be playing during an emergency?					
5	Do agencies and organizations respond positively to the direction and requests from the planning team, and do they participate effectively in the planning process?					
5	Does the planning team maintain and nurture the relationship with participating agencies and organizations?					
5	Is the planning team aware of new agencies in the Region and does it reach out to them to invite them to participate in emergency management and response?					