

**TEAM LEADER CHECK LIST**  
**Community Response**  
**DR #**

**CHECKLIST FOR PLACING COUNTIES ON MAINTENANCE**

Maintenance: When the CR Coordinator, the County Emergency Manager, and the assigned FEMA/State Field Officers agree that the communities have received the necessary disaster information to access federal assistance.

The local official city/county EM has been advised that Community Response will be placing them on a maintenance level effective \_\_\_\_\_.  
DATE

**Make sure:**

\_\_\_\_\_ All CR functions were completed to County EM/local official satisfaction.

\_\_\_\_\_ Ask if County EM/local officials have any suggestion or follow-up for CR.

\_\_\_\_\_ EM Director has contact numbers for state CR.

\_\_\_\_\_ Closing meeting is scheduled.

**OTHER LEVELS:**

Advise local officials/government agencies (if appropriate) of your maintenance date. Community Response will be available to them on a maintenance level.

**SUMMARY:**

Are there any outstanding issues, recommendations, suggestions or concerns?

As the Emergency Manager of \_\_\_\_\_ County, I agree to place the county on maintenance.

EM's signature: \_\_\_\_\_

State CR signature: \_\_\_\_\_