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: ________________________________

Revised November 2011