

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: _____