



Community Seeking Recognition: _____

Contact Person: _____

Mailing Address: _____

City: _____ County: _____ Zip Code: _____

Daytime Telephone: _____ E-mail: _____

Application Check-List:

Communities applying for recognition must demonstrate that Chief Elected Officials have completed the following NIMS specific courses: IS-700, IS-100, IS-200, and IS-800.
Evaluation Criteria: Submission of FEMA Course Certificates

Communities applying for recognition must have their chief local official complete IS-7, A Citizen's Guide to Disaster Assistance.
Evaluation Criteria: Submission of FEMA Course Certificates

Communities applying for recognition must demonstrate that key response officials have completed the following NIMS specific courses: IS-700, IS-100, IS-200, IS-800, and professional development courses: IS-139, IS-230b, IS-235b, IS-240a, IS-241a, IS-242a, and IS-244a.
Evaluation Criteria: Submission of FEMA Course Certificates

Communities applying for recognition must have adopted through ordinance and/or rule the National Incident Management System (NIMS) into all levels of response and incorporated NIMS into plans, procedures, and policy.
Evaluation Criteria: Submission Copy of Ordinance and/or Rule.

Communities applying for recognition must have their chief local official complete Continuity of Operations Plan(s) (COOP) coursework, consisting of: IS-546.12 and IS-457.a.
Evaluation Criteria: Submission of FEMA Course Certificates

Communities applying for recognition must demonstrate that their chief local official has completed Multi-Jurisdictional Mitigation Planning coursework: Mitigation Planning for Local & Tribal Communities (IS-318) and Intro to Hazard Mitigation (IS-393.a)



Evaluation Criteria: Submission of FEMA Course Certificates

Communities applying for recognition must have an Emergency Operations Plan (EOP) and/or an Emergency Response Plan (ERP) that meets the criteria established in 29 IL. Adm. Part 301.

Evaluation Criteria: Conduct crosswalk to determine plan(s) correlation with 29 IL Adm. Part 301

Communities applying for recognition must participate in, or have participated in during the last 12 months, in a full-scale exercise following Homeland Security Exercise and Evaluation Program (HSEEP) guidelines requiring activation of all key response agencies identified in the EOP. Communities must complete and submit after-action reports and improvement plans in compliance with State of Illinois exercise policies.

Evaluation Criteria: Submission of After Action Report/Improvement Plan.

Communities applying for recognition must conduct a public outreach campaign focused on community and individual preparedness that integrates agencies outside of local government. Examples include Private Sector, Non-Government Organizations, and Schools. The jurisdiction should submit a letter outlining its plan for the public outreach campaign for approval by IEMA to Abby.Damm@illinois.gov prior to conducting the campaign to ensure it is consistent with the initiatives of the Illinois Emergency Management Agency.

Evaluation Criteria: Submission of Summary of Outreach and Press Release (including photos).

Local officials must be familiar of the Disaster Declaration Process.

Evaluation Criteria: Submission of letter self-certifying the appropriate personnel have familiarized themselves with the process.

Communities applying for recognition must do an outreach program to local organizations to develop a volunteer base for emergency response.

Evaluation Criteria: Submission of letter or press release of an event showing an effort to recruit volunteers for utilization in disaster response.

Have you completed and attached all documents necessary for evaluation? Yes No

I certify the individual completing the Ready to Respond Community checklist is authorized to do so on behalf of the jurisdiction. I also certify the documentation submitted is accurate to the best of my knowledge.

Signature

Name (Typed or Printed)/Title

Date

Please submit all completed documentation to:

Ready to Respond Community

Attention: Abby Damm

2200 S. Dirksen Parkway

Springfield, IL 62703

or Abby.Damm@illinois.gov