ESF CHECKLIST

☐ ESF Number and Title

☐ Primary Coordinating Agency: A position, not a person.

☐ Local Shareholders: Local agencies, organizations, private companies, that are available to assist the Primary Agency in accomplishing the tasks assigned to this ESF. (ESF cross coordination)

☐ State Partners: State agencies involved in assisting this function.

☐ Mission: General description of the overall goals and tasks this ESF is to accomplish.

  o Actions this ESF is to perform
  o Actions this ESF is to monitor

☐ Direction and Control: Describe who does what, what they are responsible for, and how information is received, processed, and how tasking accomplished.

☐ Resources: How do you request, account for, use, and return resources.

  o Within Jurisdiction: mutual aid, MOUs/MOAs
  o Within Region: mutual aid, MOUs/MOAs, from RRM
  o From the State: mutual aid, MOUs/MOAs, through RRM to CEOC

☐ Primary Agencies Responsibilities: What are the roles and responsibilities of the Primary agency during the different phase of emergency management?

  o Mitigation
  o Response
  o Preparedness
  o Recovery

☐ Local Shareholder Responsibilities: What are the roles and responsibilities of the local Shareholders during the different phase of emergency management? (ESF cross coordination)

  o Mitigation
  o Response
  o Preparedness
  o Recovery

☐ References: KRS, regional guidance, local ordinances, MOUs/MOAs.