



## NEW EMA CHECKLIST

### TO-DO LIST

- Attend New EMA Orientation Seminar
- Obtain overview of county readiness assessment program and processes
- Obtain access to IntelliGrants
- Obtain WebEOC access
- Obtain access to Acadis Portal and obtain a PSID
- Obtain access to Microsoft Teams (if utilized in your district)
- Complete FEMA Professional Development Series
- Obtain access to National Weather Service Chat
- Meet with EMA Advisory Board
- Verify status of VOAD/COAD for your county or district
- Shadow at least one other EMA director for a day (optional)
- Obtain an EMAI membership (optional)

### MEETINGS GENERALLY ATTENDED BY EMAS

- Advisory Board
- Local Emergency Planning Committee
- District Planning Council
- Healthcare Coalition
- IDHS EMA Quarterly Business Meetings
- Commissioner Meetings
- Council Meetings
- School Safety Commission
- Integrated Planning Preparedness Workshop

EMA Signature \_\_\_\_\_

Date \_\_\_\_\_

Liaison Signature \_\_\_\_\_

Date \_\_\_\_\_

SERVICE

INTEGRITY

RESPECT

## HELPFUL WEBSITES

- [Acadis Portal](#)
- [WebEOC](#)
- [Indiana School Safety Hub](#)
- [Indiana Cybersecurity Hub](#)
- [National Weather Service Chat](#)
- [FEMA Preparedness Toolkit](#)
- [FEMA Continuity Resource Toolkit](#)

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