

## Online Survey Option for Coordinating Agencies

An online survey can be a helpful tool in assisting Coordinating Agencies collect information in preparation for the development of their ESF Annex. A well crafted survey filled out by the right individuals can:

- Help validate assumptions and identify new information (or innovative approaches),
- Reduce meeting time by allowing for the collection & analysis of information before meetings,
- Collect information from a broader group than is available to attend workgroup meetings,
- Assist Coordinating Agencies in identifying where stakeholders agree and/or vary in opinion,
- Provide an opportunity to hear the initial thoughts of stakeholders before they are potentially shaped or muted by group dynamics.

The utilization of an online survey proved useful during the Johnson County Disaster Preparedness Summit in April of 2009. The survey results and other documentation on the Summit can be found at [www.jocoem.org/preparednesssummit.shtml](http://www.jocoem.org/preparednesssummit.shtml).

If you are interested in utilizing an online survey to assist you in the development of your ESF annex, the JCEMHS Planning Staff can assist you in developing and administering one. Simply contact Dan Robeson [drobeson@jocogov.org](mailto:drobeson@jocogov.org) or 913-715-1013. Below are examples of possible questions that could be used to help gather information during the planning process. It may be helpful to complement the examples below with questions more specific to your ESF.

1. The purpose of ESF-**X** is to describe how the countywide function of **XYZ** will be coordinated in response to disaster. What concepts do you think the ESF-**X** Workgroup should be sure to address during the update?
2. To ensure the County Emergency Operations Plan (CEOP) is as accurate and comprehensive as possible, Johnson County wants to be sure to have the right individuals and/or organizations involved in the update. **(We could list workgroup participants if identified/appropriate)** Who **(else)** do you think should be involved in this planning?
3. The County Emergency Operations Plan is a policy level document and the ESFs identify the overall countywide approach to coordinating a specific function. What additional plans, policies, procedures, agreements, lists, and other reference documents or data are important to this ESF?
4. In considering disaster scenarios that would rely heavily on this ESF, what are the top five to ten resources you think we would become concerned about first? (i.e. because we're running through them quickly, or they would be so important to the response, or we didn't have them accessible to begin with)

5. In considering disaster scenarios that would rely heavily on this ESF, what information, equipment, or materials (outside of basic office supplies) would be important for the ESF members to have access to in the County EOC?
6. Are there legal questions or issues (regarding this ESF) that might need to be highlighted or clarified in the updated plan? Also, can you think of any additional or enhanced legal authorities or mechanisms that, if put in place during a disaster, would significantly enhance our ability meet the disaster-caused needs of our community?
7. Over the course of the next year, Johnson County Emergency Management and Homeland Security (JCEMHS) will be developing a reference document to assist cities in Johnson County interested in developing or updating City Emergency Operations Plans. In the context of ESF-X, what coordination concepts should be clarified and/or highlighted to assist the cities in their planning?
8. If we had a disaster today that heavily relied on this function (or ESF), how well do you think we would perform this function?
  - a. Poorly (It would be clear that significant work is needed in this area)
  - b. Adequate to Good (While areas for improvement would be identified we would meet the needs generated by the disaster)
  - c. Very Well (The performance of this function could be highlighted as a best practice and modeled as an example to others)
9. Do you have any additional questions or comments about the development of the County's Emergency Operations Plan (CEOP) or thoughts on what you would like this planning process to accomplish?