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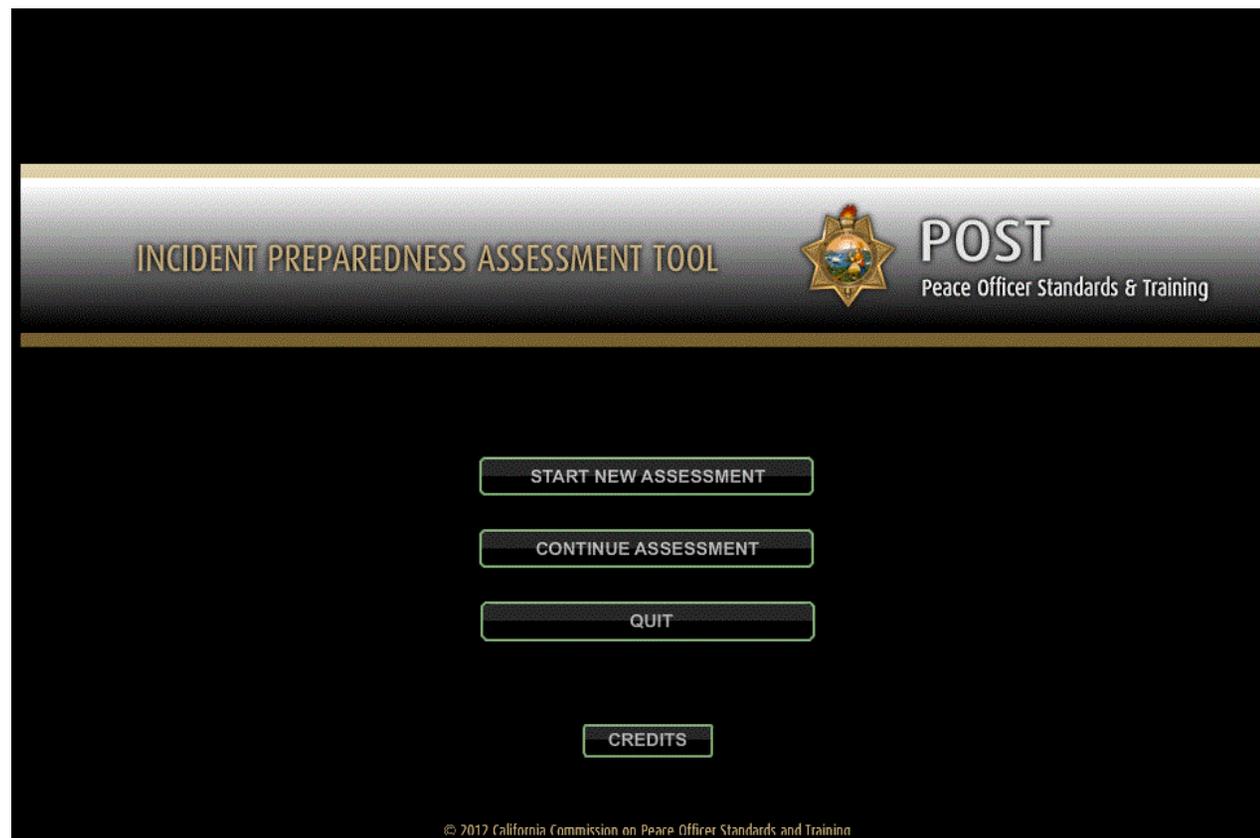
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## Start an Assessment

1. Login or create an account on the POST Learning Portal  
<http://www.lp.post.ca.gov>.
2. Navigate to the **Tools** category and click the **Incident Preparedness Assessment Tool** icon.
3. Click **Start**.
4. The Introduction will play.
5. Click **Start New Assessment**. A brief video showing highlights of the tool's interface will play.
6. Proceed through the questions.

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The screenshot displays the 'Incident Preparedness Assessment Tool' interface. At the top, there is a header with the tool's name and the POST logo (Peace Officer Standards & Training). Below the header, three buttons are visible: 'START NEW ASSESSMENT', 'CONTINUE ASSESSMENT', and 'QUIT'. The main content area shows a progress bar with 10 steps, where step 1 is highlighted. The current question is: 'Have the hazards and risks specific to your jurisdiction been identified, documented, and prioritized by your agency? Check all that apply.' Below the question is a table for recording answers:

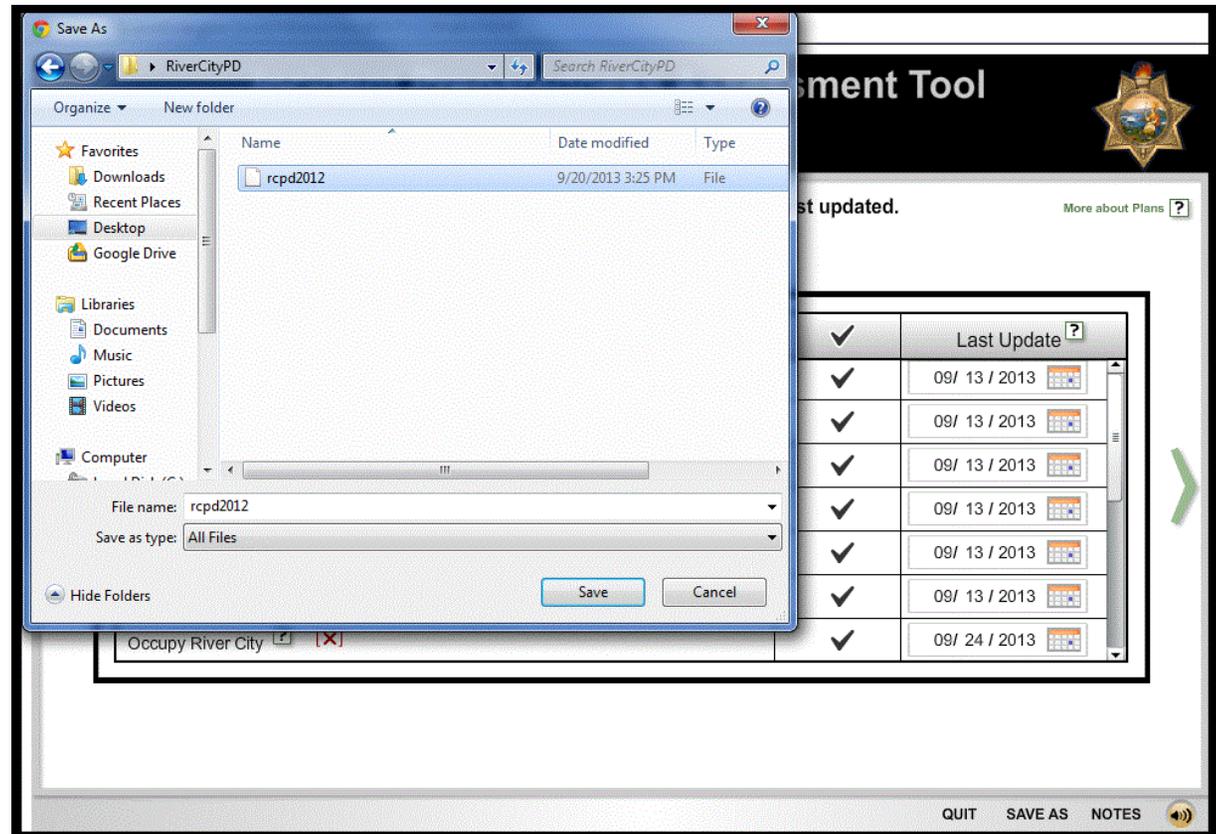
Hazards and Risks ?	Yes	No	Don't Know
Identified	✓		
Documented		✓	
Prioritized		✓	

At the bottom of the interface, there are navigation buttons: 'QUIT', 'SAVE AS', 'NOTES', and a speaker icon.

## Save an Assessment

1. Click **Quit** or **Save As**.
2. Navigate to the local drive or location on your network.
3. Name the file.
4. Click **Save**.

*Note:* If the file is saved on a network, multiple users may access and update the assessment; however they can only open the file after logging on to their Learning Portal account and launching the tool.



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## Continue an Assessment

1. Login or create an account on the POST Learning Portal <http://www.lp.post.ca.gov>.
2. Navigate to the **Tools** category and click the **Incident Preparedness Assessment Tool** icon.
3. Click **Start**.
4. The Introduction will play.
5. Select **Continue Assessment**.
6. Find the saved assessment file on the network or local drive and select.
7. Your assessment will open with your previous entries saved.

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The screenshot shows the Incident Preparedness Assessment Tool interface. On the left, a Windows Explorer window is open to the 'RiverCityPD' folder, showing a file named 'rcpd2012'. The main window displays the 'Incident Preparedness Assessment Tool' title bar and a progress bar with steps 1 through 10. Step 8 is selected, and the 'ACTION PLAN' tab is active. The question asks: 'Does your agency utilize the following protocols that help to ensure state and federal reimbursement? Check all that apply and indicate where it is documented. Click the right arrow to proceed.' Below the question is a table with columns for 'PROTOCOLS', a checkmark column, and 'Where documented'.

PROTOCOLS	✓	Where documented
PRE-INCIDENT		
ICS/SEMS/NIMS training <sup>?</sup>	✓	All Hazard Plan [X] [type here and press Enter to add a document]
Documented reimbursement policies and procedures <sup>?</sup>	✓	River County EOP [X] [type here and press Enter to add a document]
INCIDENT AND POST-INCIDENT		
Implement ICS/SEMS/NIMS <sup>?</sup>	✓	All Hazard Plan [X] River County EOP [X] [type here and press Enter to add a document]

At the bottom of the tool window, there are buttons for 'QUIT', 'SAVE AS', and 'NOTES'.

## Update or Change an Assessment

1. Open an existing assessment (see Continue an Assessment).
2. Select the question or Action Plan item you want to update or change.
  - **Delete an entry:** Click the red **[X]** mark next to the entry. For check marks, click the checked field to remove the check mark.
  - **Edit a text entry:** Place your cursor in the field and edit the text.
  - **Change a date:** type in or use the date picker to select a new date.
3. Save the updated assessment.

**Incident Preparedness Assessment Tool**

ASSESS 1 2 3 4 5 6 7 8 9 10 ACTION PLAN

Question 4 Check all plans that are in effect at your agency and when each was last updated. Click the right arrow to proceed. [More about Plans ?](#)

PLAN	✓	Last Update ?
Emergency Operations Plan ?		00/ 00 /
All-Hazard Mitigation Plan ?	✓	09/ 13 / 2010
Continuity Planning ?	✓	09/ 13 / 2008
Mass Evacuation Plan ?	✓	09/ 13 / 2013
Mass Fatality Plan ?	✓	09/ 13 / 2013
Strategic National Stockpile Plan ?	✓	09/ 13 / 2013
Occupy River City ? [X]	✓	09/ 24 / 2013

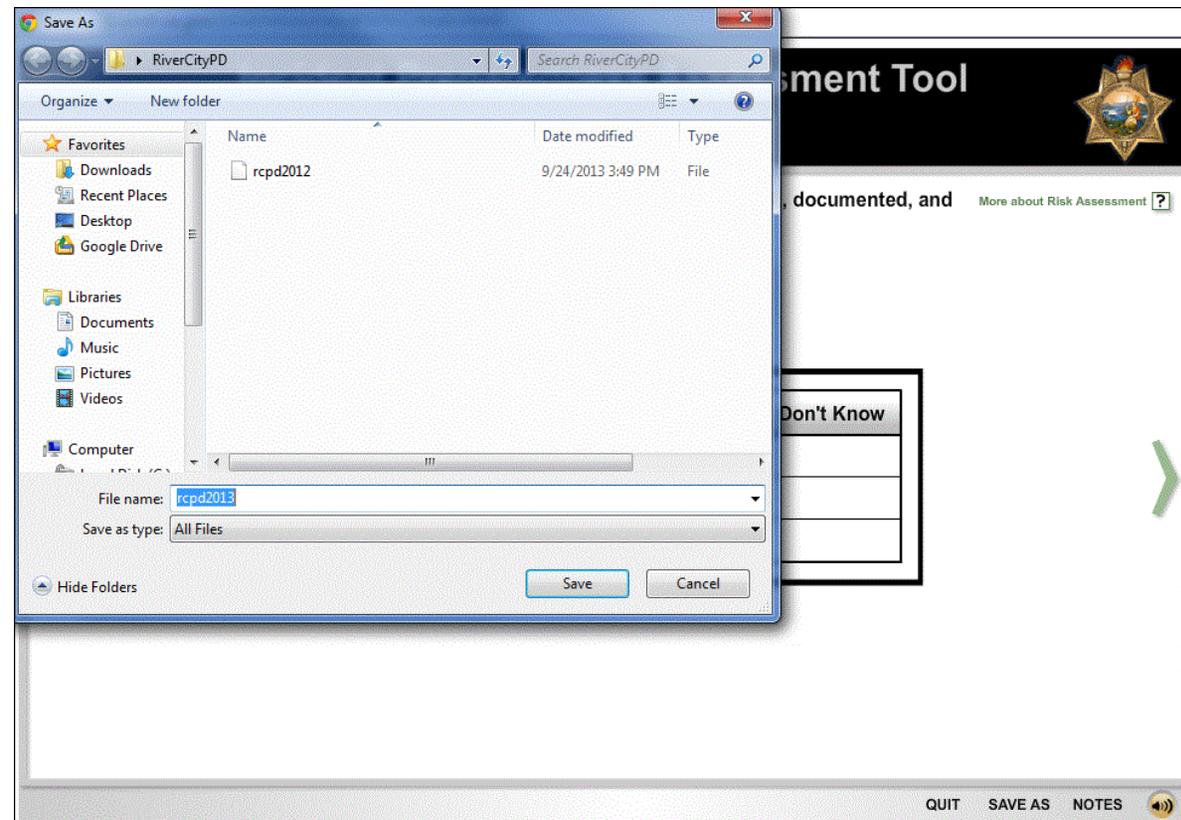
QUIT SAVE AS NOTES

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## Create Multiple Assessments

1. Start a new assessment (see Start an Assessment)
2. Click **Save As**.
3. Save the assessment with a different file name to your local drive or network.
4. Proceed through the questions.

*Note:* Multiple assessments may be needed if you wish to track preparedness in different time periods or if you wish to assess new plans.



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## Add a Plan

1. Start a new assessment or open an existing assessment.
2. Go to Question 4.
3. Type the name of your plan on the last line, click in the checkmark field, and type or select the last update.

**Incident Preparedness Assessment Tool**

ASSESS 1 2 3 4 5 6 7 8 9 10 ACTION PLAN

Question 4 Check all plans that are in effect at your agency and when each was last updated. Click the right arrow to proceed. [More about Plans ?](#)

PLAN	✓	Last Update ?
Emergency Operations Plan ?	✓	09/ 13 / 2013
All-Hazard Mitigation Plan ?	✓	09/ 13 / 2013
Continuity Planning ?	✓	09/ 13 / 2013
Mass Evacuation Plan ?	✓	09/ 13 / 2013
Mass Fatality Plan ?	✓	09/ 13 / 2013
Strategic National Stockpile Plan ?	✓	09/ 13 / 2013
[type here and press Enter to add a plan] ?		

**Incident Preparedness Assessment Tool**

ASSESS 1 2 3 4 5 6 7 8 9 10 ACTION PLAN

Question 4 Check all plans that are in effect at your agency and when each was last updated. Click the right arrow to proceed. [More about Plans ?](#)

PLAN	✓	Last Update ?
Emergency Operations Plan ?	✓	09/ 13 / 2013
All-Hazard Mitigation Plan ?	✓	09/ 13 / 2013
Continuity Planning ?	✓	09/ 13 / 2013
Mass Evacuation Plan ?	✓	09/ 13 / 2013
Mass Fatality Plan ?	✓	09/ 13 / 2013
Strategic National Stockpile Plan ?	✓	09/ 13 / 2013
Occupy River City ? [X]	✓	mm/ dd / yyyy

QUIT SAVE AS NOTES

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## Assess Just My Own Plan

1. Start a new assessment.
2. At Question 4, select all the default plans in the table and enter the current date.
3. Add your plan and its last update.
4. Proceed through the questions.

Note: You may want to use the tool to assess a new plan, such as a plan for a dignitary's visit or a public event. Because the tool includes default plans, be sure to check them off so they do not impact your assessment score.

**Incident Preparedness Assessment Tool**

ASSESS 1 2 3 4 5 6 7 8 9 10 ACTION PLAN

Question 4 Check all plans that are in effect at your agency and when each was last updated. Click the right arrow to proceed. [More about Plans ?](#)

PLAN	✓	Last Update ?
Emergency Operations Plan ?	✓	09/ 13 / 2013
All-Hazard Mitigation Plan ?	✓	09/ 13 / 2013
Continuity Planning ?	✓	09/ 13 / 2013
Mass Evacuation Plan ?	✓	09/ 13 / 2013
Mass Fatality Plan ?	✓	09/ 13 / 2013
Strategic National Stockpile Plan ?	✓	09/ 13 / 2013
Occupy River City ? [X]	✓	09/ 24 / 2013

QUIT SAVE AS NOTES

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## Delegate Tasks

1. Start a new assessment or open an existing assessment.
2. On the Action Plan page, expand the task(s) you will delegate.
3. Type the name(s) of the responsible staff.
4. Type or select a due date for the task.
5. Repeat for all tasks that will be delegated.

### Incident Preparedness Assessment Tool

ASSESS

12345678910

ACTION PLAN

Here are the results of your assessment. Use the table below to create an action plan. You can [print](#) or [email](#) your action plan when complete.

Overall Score

**YOUR PREPAREDNESS SCORE**

● = Prepared: 60%

● = Not prepared: 10%

● = Partially prepared: 30%

● = Incomplete: 0%

#### YOUR ACTION PLAN

Action Items	Who is responsible	When it is due
EXPAND ALL >>		
<span style="color: yellow;">●</span> Q4: Check all plans that are in effect at your agency and when each was last updated		
<span style="color: red;">●</span> Emergency Operations Plan — Contact the Certified Disaster Council to develop this plan and ensure it is updated annually.	Cptn Ramos <i>[type here and press Enter to add a name]</i>	06/ 30 / 2013
<span style="color: green;">●</span> All-Hazard Mitigation Plan — Update it every five years. Recommend the next update is on the calendar. Work with your jurisdiction's governing body.	Lt. Jones <i>[type here and press Enter to add a name]</i>	06/ 30 / 2013
<span style="color: yellow;">●</span> Continuity Planning — You have the plan, but the update was not within an acceptable time frame, (annually). Assign your next update.	Lt. Smith <i>[type here and press Enter to add a name]</i>	06/ 30 / 2013

QUIT PRINT EMAIL SAVE AS NOTES

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## Print Action Plan

1. On the Action Plan page, click **Print**.
2. Select your printer destination.
3. Follow onscreen instructions for your printer.

*Note:* depending on your settings you may either print a hard copy or save to PDF format. This way, your action plan is available outside of the Learning Portal; however, updates to the assessment must be made through the Learning Portal.

The screenshot shows a print dialog on the left and a table of action items on the right. The print dialog includes options for destination (Save as PDF), pages (All), and a link to print using system dialog. The table on the right is titled 'Action Items' and has three columns: 'Action Items', 'Who is responsible', and 'When it is due'.

Action Items	Who is responsible	When it is due
Emergency Digital Information Service	[type here and press Enter to add a name]	mm/dd/yyyy
NIXLE	[type here and press Enter to add a name]	mm/dd/yyyy
Business Marquees/Reader Boards	[type here and press Enter to add a name]	mm/dd/yyyy
Mobile Public Address Systems	[type here and press Enter to add a name]	mm/dd/yyyy
<b>Q8: Does your agency utilize the following protocols that help to ensure state and federal reimbursement?</b>		
<b>PRE-INCIDENT</b>		
ICS/SEMS/NIMS training — Delegate personnel to create a policy and procedure for this.	Lt. Johnson [type here and press Enter to add a name]	01/15/2014
Documented reimbursement policies and procedures — Delegate personnel to create a policy and procedure for this.	Lt. Winston [type here and press Enter to add a name]	11/15/2013
<b>INCIDENT AND POST-INCIDENT</b>		
Implement ICS/SEMS/NIMS — Delegate personnel to create a policy and procedure for this.	[type here and press Enter to add a name]	mm/dd/yyyy
Documentation/record keeping — Delegate personnel to create a policy and procedure for this.	[type here and press Enter to add a name]	mm/dd/yyyy
Request/confirm local proclamation — Delegate personnel to create a policy and procedure for this.	[type here and press Enter to add a name]	mm/dd/yyyy
Reimbursement process — Delegate personnel to create a policy and procedure for this.	[type here and press Enter to add a name]	mm/dd/yyyy
<b>Q9: What relationships does your agency have with various government entities in respect to all-hazard preparedness?</b>		
<b>CITY AGENCIES -</b>		
City Mayor — Establish the relationship.	[type here and press Enter to add a name]	mm/dd/yyyy
Fire Chief — Improve the relationship.	[type here and press Enter to add a name]	mm/dd/yyyy
School Superintendent/College President — Improve the relationship.	[type here and press Enter to add a name]	mm/dd/yyyy

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## Email Action Plan

1. On the Action Plan page, click **Email**.
2. On the **To:** line, type the email addresses separated by a comma.
3. On the **From:** line, type your own email address
4. Type an email message describing what you would like the recipients to do with the information and click **OK**.

*Note:* Email is a good way to notify staff of their assignments and the location of the assessment file so that they can make updates as they complete their tasks.

The screenshot displays the 'Incident Preparedness Assessment Tool' interface. At the top, there is a navigation bar with 'ASSESS' and 'ACTION PLAN' tabs. Below this, a progress indicator shows steps 1 through 10. The main content area is titled 'Here are the results of your assessment. Use the table below to create an action plan. You can [print](#) or [email](#) your action plan.' To the right, a 'YOUR PREPAREDNESS SCORE' section shows a gauge and a legend: a red circle for 'Not prepared: 10%' and a grey circle for 'Incomplete: 0%'. The central part of the screen is divided into two columns: 'Action Items' on the left and 'When it is due' on the right. The 'Action Items' column contains five items (Q1-Q5) with progress indicators. A modal dialog box is open in the center, titled 'Put a comma between addresses to send to multiple people.' It contains the following fields: 'To:' with the value 'acjohnson@rcpd.gov, nmwinston@rcpd.gov', 'From:' with 'cbacon@rcpd.gov', 'Subject:' with 'Action Plan for Incident Preparedness', and 'Message:' with the text: 'Review the following action items and complete your assigned tasks by the date indicated. To update your respective area in the Incident Preparedness Tool log on to the POST Learning Portal at http://lp.post.ca.gov, open the tool, click Continue Assessment, and open rcpd2012 from the network folder.' An 'OK' button is at the bottom of the dialog. At the bottom of the application window, there is a menu bar with 'QUIT', 'PRINT', 'EMAIL', 'SAVE AS', and 'NOTES' options.

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