

Emergency Management Program

Scope Statement – October 14, 2019

Background

The mission of the city's Office of Emergency Management is to save life and property by taking reasonable measures to prepare for, respond to, recover from, and mitigate the effects of emergencies and disasters. The office has responsibilities for:

- Maintaining and activating the city's Local Emergency Operations Plan;
- Coordinating disaster response and recovery;
- Operating the city's Emergency Operations Center;
- Coordinating with other emergency management agencies; and
- Conducting emergency management training and education for city personnel and the public.

Why audit the Office of Emergency Management?

Kansas City is at risk for emergencies including tornado, flooding, severe winter weather, and terrorist attack. Because the Office of Emergency Management is the city's designated organization tasked with preventing, preparing for, and responding to these emergencies, it is important that the office be managed effectively. City employees performing emergency management roles must have the necessary knowledge, skills, and abilities to achieve a high level of performance in these high stress situations.

Audit objectives

Our objectives are to answer the following questions:

- Does the Office of Emergency Management follow recommended management practices?
- Does the Office of Emergency Management follow recommended employee training practices to ensure employees are prepared for an emergency or disaster?

Audit methods

We will interview city staff and other emergency management professionals; research applicable laws and regulations related to emergency management; review recommended practices for management of emergency management programs and staff training for employees performing emergency management roles; and review the Office of Emergency Management's Local Emergency Operations Plan, policies and procedures, performance metrics, and training documentation for employees performing emergency management roles.

Anticipated release date

We plan to issue the audit report in February 2020.