



# 2022 Nebraska Extension Disaster Preparedness Challenge

## Submission Requirements and Guidelines

**Upload submissions by 5 p.m. CT on Friday, September 30 to**

<https://nebraska.sharefile.com/share/upload/r330ee48dda6d437fb011a91bd5dcc53e>

→ When submitting, include: “Preparedness Challenge Submission – [County, Office, Unit, or Department Name]” See below:

### **Your submission MUST include:**

- The name of your Extension Office, Department, or Research Unit.
- Your physical address, municipality, and county location.
- The phone number and email address of an individual from your office, to act as your primary point of contact for this Challenge (in the event of any questions, clarifications, follow up, or issues with your submission).
- The total number of staff persons in your office/department/unit, and how many contributed to this Challenge.
- An itemized inventory of all the items in your disaster preparedness kit.

### **Your submission MAY include, for added, optional bonus points:**

- Photos of your disaster preparedness kit, its contents, its location in your office, or the kit itself in use as part of a response or training exercise.
- A short video description of the kit and what’s in it, where it is in your office, and your office’s basic plans for utilizing it in an emergency, and/or an unpacking and “tour” of its contents.
- A short, written summary of a disaster-, emergency-, response-, recovery-, or preparedness-related success story from your office or in which your office played a part.
- Completion certificates from CPR, AED, First Aid, Stop the Bleed trainings, FEMA Independent Study or ICS courses, or any other related training certificates – which are still valid (i.e., not expired as of September 1, 2022) and which have been received in either calendar year 2021 or 2022.
- Reviewed, updated, and submitted your office/unit 2022 Emergency Action Plan (EAP).

- Organized an emergency response drill or tabletop exercise (example: tornado drill, fire drill). Briefly describe and include the date(s).
- Organized a safety event, activity, or training focused on emergency preparedness or response (examples: Fire Safety Day, Ready in the Middle, Communicating with Farmers and Ranchers Under Stress, Stop the Bleed). Briefly describe.
- Shared resources and information in response to recent disaster events with local media, on the web, in the office newsletter, or in social media posts.
- Shared the Nebraska Extension Disaster Preparedness Challenge infographics and media messaging with local media, on the web, in the office newsletter or in social media posts.
- A signed endorsement letter from a local official in your community – can be, but is not limited to: an emergency manager, first responder, sheriff or deputy, fire chief or designee, emergency medical technician, or other certified professional.
  - This letter was included as a separate attachment in the announcement email message.
- Other: Please describe.