

# EAB Municipal Readiness Checklist

Preparing for emerald ash borer can seem overwhelming! If you aren't sure where to begin or what to do next, this checklist will guide you through the **readiness planning process**. Suggested steps follow a logical, more-or-less sequential order, though many of the steps can be undertaken simultaneously. If you have already completed a suggested step, jump to the next one. If you have not completed any of these steps, you should begin soon! Information and resources for all steps are provided in the [Emerald Ash Borer Toolbox for Wisconsin Communities](#). If you still are not sure where to start or what to do next, please contact your [DNR regional urban forestry coordinator](#) for guidance.

- Familiarize yourself and your staff with EAB—what the insect looks like, what signs & symptoms to watch for, what ash trees look like, why we're concerned.
- Form an EAB Readiness Team. Various team members can carry out the steps below as well as many other preparedness tasks.
- Inform your mayor/village president and other local decision makers about the threat of EAB and the importance of thorough preparation.
- Review your tree ordinance.
  - Make sure it includes authority to deal with infested trees on private property. Consider adding provisions to restrict firewood movement.
  - If you don't have a tree ordinance, start this process as soon as possible.
- Determine your risk.
  - If you have a current tree inventory, use it to list and locate ash trees in your jurisdiction; assess risk on private property with a quick "windshield survey."
  - If you don't have a tree inventory, do a windshield survey of public and private property to estimate the number and location of ash trees.
- Determine your management strategy & estimate costs.
  - Use your inventory data and cost/benefit analysis to make treatment, removal & replacement decisions. Communicate cost information to local elected officials and other decision makers.
- Assess your budget. If funds won't cover treatment, removal, replacement costs, begin seeking budget increases, alternative funding mechanisms and/or partnerships.
- Make a public awareness plan to include media contacts, messages, strategies.
- Survey public **and** private ash trees in the community for signs of EAB. EAB surveying can be coordinated with a tree inventory.
- Determine location of waste wood processing/staging site; make necessary arrangements.
- Become familiar with EAB regulations concerning ash residue. Investigate wood utilization options.
- Pre-select qualified tree care companies; pre-arrange tree removal contracts.