
Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: See also Checklists for Earthquakes and War.

During an Emergency - Warning Phase

- Place Emergency Operations Center staff on standby.
- Place the Board of Supervisors on standby.
- Place Department Heads on standby.
- If required, activate the Emergency Operations Center.

During an Emergency - Impact Phase

- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- Notify the Board of Supervisors of the situation.
- Maintain an Activity Log.
- Obtain briefing from Section Chiefs already in the Emergency Operations Center.
- Appoint and brief additional Section Chiefs as needed.
- Brief Board of Supervisors as needed.
- Make sure that the Section Chiefs have read their checklists.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Have Section Chiefs move emergency vehicles from facilities in hazard areas.
- Have Section Chiefs place emergency services on standby.
- Meet with Section Chiefs to develop an Incident Action Plan that includes:
 - Overall strategy (offensive/defensive).
 - Need for evacuation.
 - Estimate of incident duration
 - "State of emergency" declaration.
 - Priorities for the procurement and allocation of available resources.
- Post (or photocopy and distribute) the Incident Action Plan.
- Verify activation of on-scene Incident Command System.
- Ensure that State Office of Emergency Services is notified of incident.
- If required, declare a local emergency.
- If required, ask that the Governor proclaim a state of emergency.
- If required, ask that the Governor request the President proclaim a federal declaration of emergency.
- Make sure that all essential emergency services are activated.
- Have Section Chiefs establish contact with appropriate state agency coordinators and representatives from affected jurisdictions.
- Report situation (including any areas evacuated) and support requirements to the Operational Area Office of Emergency Services.
- Have Section Chiefs coordinate with appropriate segments of the private sector.
- Review Incident Action Plan with the Planning Section Chief and revise, as needed, to plan for demobilization.

Director of Emergency Services Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

After an Emergency

- Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- Make sure that staff and volunteers receive debriefing and counseling as needed.
- Have unsightly debris cleaned up as soon as possible.
- Have staff along with Red Cross workers, go door to door in the hardest hit areas to check with residents who may have been affected by the emergency.
- When appropriate, issue a Proclamation of Termination of Local Emergency.
- Appoint someone to follow through with hazard mitigation.
- As soon as possible, while interest in emergency preparedness is still high:
 - Hold a critique of the emergency response effort.
 - Have someone follow through with public education programs.
 - Have someone recruit volunteers for longer-term preparedness projects.
 - Have departments review standard operating procedures.
 - Hold a critique of the emergency recovery effort.
 - Review this Plan.
- Assemble and check financial records; forward to finance.
- Make suggestions for corrections or changes to the Director of Emergency Services Annex.

Director of Emergency Services Annex

CHECKLIST FOR EARTHQUAKES

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

- Make sure mobile and aerial survey units are dispatched to survey for damage, flooding, fire, or other hazards.

- Have Section Chiefs verify reports and poll field units and key facilities to determine the situation in their vicinity and ability to function.

- Have Section Chiefs protect emergency equipment from possible aftershock.

- Advise key personnel of results of damage survey.
If little or no damage is reported, prepare to support more heavily damaged jurisdictions. If extensive damage is reported, take the following actions as appropriate.

- Have Section Chiefs mobilize all emergency forces.

- Have the Public Information Officer broadcast emergency self-help instructions to the public.

Director of Emergency Services Annex
