
Human Resources Annex

CHECKLIST FOR ALL DISASTERS

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

Started/Completed

Notes

Before an Emergency

- Plan for how spontaneous, non-organized volunteers might be used during an emergency.
- Keep a supply of volunteer loyalty oath forms.
- Find out who is authorized to administer the volunteer loyalty oath.
- Make sure employees understand their responsibilities as disaster service workers.
- Maintain a current callback list of county employees.
- Establish procedures for registering volunteer disaster service workers.
- Identify County departments which have limited responsibilities in a disaster.
- Survey and identify persons with skills available in these departments.

During an Emergency

- Respond to the Emergency Operations Center, if activated.
- While in the EOC, identify yourself according to EOC Standard Operating Procedures

Human Resources Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Maintain an Activity Log.
- Mobilize resources and support personnel.
- Allocate personnel according to established priorities.
- Coordinate personnel resources for emergency community services.
- Provide relief crews as needed.
- Obtain or print forms for registering volunteer disaster services workers. (Make sure these forms include the loyalty oath).
- Receive and review demands for personnel (use estimates from damage reports if necessary)
- Determine needs which can be met from available County resources.
- Reassign available County employees who possess the skills needed for disaster response.
- Inform these reassigned workers of their responsibilities.
- Work with the Logistics Section Chief to identify the personnel needs which exceed the supply of County employees.
- Register and classify volunteer disaster service workers.
- Assign volunteer disaster service workers where needed.
- If personnel needs can not be met by County employees or volunteer disaster service workers, request help, through County OES, of the Mutual Aid Region.
- Assign personnel received from resources outside the County.
- Make a list of emergency contacts in other organizations.
- Write orientation instructions for all emergency workers.
- Maintain appropriate records and reports.

After an Emergency

- Assemble and check financial records; forward to Logistics Section Chief.

Human Resources Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Gather all non-financial records; forward to Logistics Section Chief.
- If any volunteers were injured, follow-up on their medical care payments under workers compensation insurance (work with the Claims Unit of the Finance Section).