

Operations Section Chief Annex

CHECKLIST FOR ALL DISASTERS

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

Started/Completed

Notes

NOTE: See also checklists for Earthquake, Hazardous Materials Incidents, Flood , fire, windstorms, and tsunamis.

Before an Emergency

- Estimate emergency staffing levels.
- Make sure the "before" checklist items are updated in all the Operations Sections Annexes.
- Make sure call-up lists are up to date.

During an Emergency

- Report to the Emergency Operations Center.
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- Maintain an Activity Log.
- Activate and supervise Operations Section branches as needed:
- Determine the scope of the disaster.
- Determine the need for and request additional resources.
- Priorities.
- Implement the Operations element of the Action Plan.
- Review the checklists for the various Operations Section Branches and ensure that they are handling their responsibilities.
- Conduct staff briefing with all Branches in the Operations Section as necessary.
- Establish contact with appropriate city and district coordinators.
- Coordinate with the private sector as needed

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After an Emergency

- Ø Ø Ensure an orderly de-escalation of the emergency operations.
- Ø Ø Release mutual aid resources as soon as possible to make them available if needed elsewhere.
- Ø Ø Make sure each Branch in the Operations section completes their “after” checklists.
- Ø Ø Debrief the Branch Directors, and other personnel as appropriate, in the Operations Section.
- Ø Ø Forward all reports to the Director of Emergency Services.
- Ø Ø Identify response deficiencies.
- Ø Ø Assemble and check financial records, forward to the Finance Section Chief.
- Ø Ø Correct response deficiencies where possible.
- Ø Ø Make suggestions for corrections or changes to the Operations Chief Annex.

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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

- Ø Ø Ensure that Branches take action to protect personnel and emergency equipment from possible aftershock.
- Ø Ø Verify reports; poll field units and key facilities to determine situation in their area and their ability to function.
- Ø Ø If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- Ø Ø Review the "Earthquake" checklists for the various Operations Section Branches.

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CHECKLIST FOR HAZARDOUS MATERIALS INCIDENT

(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

- Ø Ø Ensure that field units take action to protect personnel and emergency equipment from possible contamination or exposure.
- Ø Ø Verify reports and obtain estimates of the area that may be affected by the release of the hazardous material.
- Ø Ø Review the "Hazardous Materials" checklists for the various Operations Section Branches.

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CHECKLIST FOR FLOODS OR TSUNAMI

(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

Warning Phase: flooding expected

- Ensure that action is taken to protect personnel and emergency equipment from possible damage by floodwaters.
- Review the inundation maps for the area. Review appropriate maps from the Planning and Public Works Departments regarding the affected areas.
- Verify reports and obtain estimates of the area that may be affected.
- Continue to assist in warning areas not yet flooded.
- Place emergency services on standby.
- If flood appears imminent, have police and fire warn and evacuate potential inundation area.

Impact phase: flooding occurs

- activate evacuation procedures.
- Dispatch teams to search for trapped persons.

Expand search and rescue activities as flooding diminishes.

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CHECKLIST FOR FIRE

(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

- Ensure that action is taken to protect personnel and emergency equipment from possible damage by floodwaters.
- Verify reports and obtain estimates of the area that may be affected and projected containment, control, and extinguishment.
- Review the "Fire" checklists for the various Operations Section Branches.
- Ensure adequate fire personnel staffing of the Emergency Operations Center.
- Review the State and County Fire Mutual Aid Plans.

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