

Planning 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 .

Before an Emergency

- Make sure the "before" checklist items are updated in all the Planning Section annexes.
- Make sure call-up lists are up to date.

During an Emergency

- Respond to the Emergency Operations Center, if activated.
 - While in the EOC, identify yourself according to EOC Standard Operating Procedures.
 - Maintain an Activity Log.
 - Report to the Director of Emergency Services for a briefing.
 - Activate and supervise Planning Section units as needed:
 - Request a Technical Assistant from a County Department that specializes in this type of incident.
 - Establish information requirements and reporting schedules.
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- Meet with Director of Emergency Services and Section Chiefs to develop an Incident Action Plan including:
 - Information requirements.
 - Overall strategy (offensive/defensive).
 - Need for evacuation.
 - Estimate of incident duration.
 - Priorities for the procurement and allocation of available resources.

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- Ø Ø Provide periodic predictions on incident potential.
- Ø Ø Compile and distribute incident status summary information.
- Ø Ø Coordinate with segments of the private and volunteer sector who can provide damage assessment information. (e.g. Red Cross, Amateur Radio, Business and Industry).
- Ø Ø Review Action Plan and revise, as needed, to plan for demobilization.

After an Emergency

- Ø Ø Work with the Director of Emergency Services to develop a recovery plan.
- Ø Ø Consider speeding up the permit process to allow for faster reconstruction.
- Ø Ø Take mitigation measures, including zoning changes, to prevent similar emergencies in the future.
- Ø Ø If extensive reconstruction is necessary, take steps to preserve the character of neighborhoods.
- Ø Ø Assemble and check financial records; forward to Finance Section Chief.

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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

- Ensure that survey units are dispatched to survey for damage, flooding, fires, or other hazards.
- Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- Protect emergency equipment from possible aftershock.
- Evaluate the possibility of dam or levee failures.
- Work with Public Works to plan for the inspection of buildings and other structures. Plan for:
 - Priorities for inspection.
 - Who will inspect what.
 - Timetable for inspections.
 - Re-entry policy.

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