
Situation Status Annex

CHECKLIST FOR ALL DISASTERS

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

Started/Completed

Notes

NOTE: See also checklist for Earthquakes.

Before an Emergency

- Buy or arrange for a camera (with film) and a tape recorder (with tapes) to document damage and to record status board changes.
- Check to make sure maps and status boards in EOC are up to date and available.
- Make sure you understand the reporting forms and requirements.

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.
- Obtain a briefing from the Planning Section Chief.
- Set up working materials (Note forms that are part of the text section).
- Participate in the initial situation briefing by the Director of Emergency Services.

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CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- At the briefing, remind Section Chiefs to track phone calls on the event log (in and out).
- Contact National Weather Service for weather information.
- If necessary, review dam inundation maps and plans to determine potential impact.
- Monitor messages: review copies of message forms for information on conditions and damage assessment.
- Periodically poll the Section Chiefs in the Emergency Operations Center for information regarding the current situation.
- Prepare verbal Flash Reports (spot announcements) for the Director of Emergency Services.
- Keep the status boards in the Emergency Operations Center updated.
- Maintain a bulletin board of significant events.
- Coordinate Ground Surveys.
- Collect and evaluate incoming damage assessment reports.
- Maintain a current log of damage, including casualties and property damage.
- Develop preliminary estimate of homeless persons and inform the Planning Section Chief and/or the Care and Shelter Leader. Update the estimate periodically.
- Prepare a written Situation Report every two hours, or as requested.
- Prepare detailed reports.
- Make sure the Planning Section Chief relays the necessary reports and requests to the County Office of Emergency Services.

After an Emergency

- If needed, modify status boards.
- Write a chronology on the situation as it unfolded.
- Assemble and check financial records; forward to Finance.

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CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Make suggestions for corrections or changes to the Situation Status Annex.
- Forward reports to Planning Section Chief.

Situation Status Annex

CHECKLIST FOR EARTHQUAKES

Started/Completed

Notes

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

- Determine condition of designated mass care facilities.
- Determine condition of emergency response vehicles in affected areas.
- If, after a reasonable amount of time, you have not received any reports from a particular area or major facility, send a survey team there.