

Supply Annex

CHECKLIST FOR ALL DISASTERS

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

Started/Completed

Notes

Before an Emergency

- Keep an updated list of the kinds of resources that you would not be able to find in the yellow pages.
- Review and update allocation procedures for food and fuel.
- If possible, purchase and store certain essential supplies.

During an Emergency - warning phase

- Check availability and location of equipment, and essential supplies.
- Review plans and status of sanitation and water supply measures.
- Review, with the Public Health Branch, plans for the redistribution of health supplies, including pharmaceuticals.
- Review status of supplies of food, fuel, and other essential resources.
- Place supply personnel on standby.

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During an Emergency - impact phase

- Respond to the Emergency Operations Center, if activated.
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
Maintain an Activity Log.
- Locate, procure, store, maintain, and distribute supplies and equipment.
- Allocate resources and supplies according to established priorities.
- Arrange for essential services.
- Maintain records on all transactions and certify payment to vendors.
- Render assistance when required, and available, to other jurisdictions.
- During a local emergency, procure supplies from the usual wholesale and retail outlets.
- Make maximum use of local sources before requesting supplies from other jurisdictions.
- Inventory the supplies on hand and take the necessary steps to safeguard them.
- Respond to requests from each emergency function.
- During an emergency declared by the State or Federal Government, supplies will be procured in accordance with the California State Procurement plan. Supply is to be guided by State policies.
- Check with Operations to determine emergency resource and support requirements.
- Mobilize supply personnel.
- Determine material needs and stockpile essential items in accessible areas.
- Help move resources and supplies from hazard areas.
- Allocate supplies according to established priorities.

Supply Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Coordinate distribution of water and food.
- Provide emergency equipment or coordinate with major suppliers.
- Request assistance from the Regional Supply Coordinator, as required.
- Make sure fuel is available for vehicles and generators.

After an Emergency

- Recover as many resources as possible.
- Review problems that occurred during the emergency.
- Take corrective action.
- Assemble and check financial records; forward to Logistics Section Chief.