

Transportation Annex

CHECKLIST FOR ALL DISASTERS

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

Started/Completed

Notes

Before an Emergency

- Identify potential transportation needs.
- Provide backup power for repair services and fuel distribution.
- Make sure call-up lists are up to date.

During an Emergency

- Review requirements for the use of vehicles for the transportation of personnel and essential resources.
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 briefing from Logistics Section Chief.
- Review the Action Plan to determine:
 - Assigned resource locations
 - Staging Area locations
 - Fueling and service requirements for resources

Transportation Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Mobilize resource and support personnel.
- Help move resources and supplies outside hazard areas.
- Coordinate transportation resources required for:
 - Transporting casualties
 - Evacuating persons
 - Transporting supplies, equipment, and personnel
- Request assistance from the Mutual Aid Region as required.
- Help other agencies transport supplies and equipment to feed and shelter disaster victims.
- Support emergency transportation operations.
- Determine supplies needed for maintenance and fueling of vehicles and equipment.
- Help transport casualties to medical facilities.
- Develop priorities for transportation requests with the Logistics Section Chief.
- Develop a maintenance and fueling schedule.
- Coordinate vehicle and equipment:
 - Maintenance
 - Fueling
 - Repair
- Maintain records as to services and users for later billing charges.
- Obtain assessment of damages to transportation facilities.
- Forward damage assessment information to the Logistic Section Chief.
- Use the Public Information Officer to locate additional transportation resources.
- Keep the Logistics Section Chief aware of the Transportation Branch activities.

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CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

After an Emergency

- Supervise the demobilization of vehicles and equipment in accordance with the Demobilization Plan.
- Undo any emergency modifications that have been made to vehicles.
- Forward all records and reports to the Logistics Section Chief.
- Assemble and check financial records; forward to Logistics Section Chief.
- Make suggestions for corrections or changes to the Transportation Branch Annex.