

Public Works Annex

CHECKLIST FOR ALL DISASTERS

Before an Emergency

- Identify vulnerable facilities and utility and road systems.
- Establish priorities for renovating or relocating vulnerable facilities and road systems.
- Renovate or relocate vulnerable facilities and utility and road systems.
- Establish priorities for inspecting facilities and utility and road systems during an emergency.
- Identify sources of structural engineers and heavy equipment.
- Review the City's policy for what level of inspection will be required before a facility is allowed to be used.

During an Emergency

- Report to the Emergency Operations Center if activated.
- Identify yourself by putting on the nametag with your title and signing in on the organizational chart.
- Read this entire checklist.
- Establish and test your communications network.
- Obtain briefing from Operations Section Chief.
- Maintain a Unit Event Log.
- Dispatch units to survey for damage, fires, and other effects.
- Work with Supply to obtain and allocate materials required to support emergency operations.
- Mobilize personnel, equipment and vehicles.
- Identify debris storage locations.
- Advise the operations Chief regarding the evacuation of hazardous structures.
- Cordon-off areas around hazardous structures.
- Begin debris clearance as situation permits.
- Repair or coordinate repair of damage to essential facilities and utility and road systems.
- Any help needed, request from Operations Chief.

After an Emergency

- Repair damage.
- Relocate facilities that proved to be in a bad location.
- Take other mitigation measures as needed.
- Document and photograph al aspects of your work.
- Assemble and check financial records.
- Forward all reports and records to the Operations Section Chief.

CHECKLIST FOR EARTHQUAKE

- Note: Use this checklist as a supplement to the checklist for all disasters.*
- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and the ability to operate.
- Provide alternate communications links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

- Provide equipment and crews to support hazardous material team as requested.
- Make sure that personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, make sure personnel remain upwind or use SCBA.

CHECKLIST FOR FLOODS OR TSUNAMI

- Check the inundation maps to verify the area affected and available evacuation routes as needed.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Dispatch teams to search flooded areas for trapped persons.
- Expand search and rescue activities as flood stage diminishes.

