



Chatham County, NC

Emergency Operations Plan (EOP)

Hazard Checklists

Janet Scott
Director, Emergency Operations

Last Revised: January, 2016

CHECKLIST: 1. AIRCRAFT ACCIDENT

Emergency Management / Incident Commander

Planning

√

- Coordinate with local airport officials regarding types and number of aircraft using the airport(s).
- Provide an avenue for airport officials to report ground accidents, take off and landing accidents, traffic pattern collisions, possible hijackings, or other aircraft related emergencies.
- Coordinate with Federal Aviation Administration officials for timely information regarding response to any aircraft accident scene involving civilian aircraft.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Conduct hazard analysis of vital facilities and the impact of an aircraft accident near one or more of those facilities.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with schools, daycare centers, hospitals, etc. in the area in proper precautions and emergency actions prior to an aircraft accident.
- Determine the availability of mobile and or portable mortuary services.
- Coordinate with the airline (if applicable) for response and information.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Ensure responders are trained in aircraft accidents and victim extrication.

Response

√

- Identify immediate response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured
 - General boundary of the affected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any triage area
 - Location of any congregate care area established or ad hoc
- Evaluate overall situation based on incident information.
- Establish communications with the State.

- Establish communications with the Federal Aviation Administration and/or NTSB as appropriate. If military, establish communications with the appropriate military branch.
- Establish communications with and request a liaison from the airline, airport or military if appropriate to do so.
- Establish ongoing reporting from the response forces services, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate affected areas with assistance from response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical, in coordination with airline, airport or military officials.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer, as appropriate.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours, if required.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours, if required.

Notation: It is advisable to note the pilot is always in command of the aircraft and it is his / her responsibility, even after an accident, until the pilot is duly and properly relieved of that responsibility by the owner or company agent.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from airline or airport regarding safety, debris removal, etc.
- Assess citizen / community needs for individual assistance and or public assistance if applicable.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.

- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.

Notation: Most costs associated with an aircraft accident are borne by the airline, the aircraft owner or pilot in command and are billable as such. Such items as volunteer response, if not a contracted service (i.e., volunteer fire department personnel) may not be reimbursable.

- Develop or generate reports for the following, as appropriate:
 - FAA / NTSB
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 2. CIVIL DISORDER

Emergency Management / Incident Commander

Planning

√

- Ensure public officials are well informed regarding the potential for civil unrest.
- Confer with local, state and federal law enforcement to monitor the potential for civil unrest or disturbance.
- Estimate need for auxiliary forces.
- Ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation, if such activation becomes necessary.
- Negotiate mutual aid agreements. Obtain agreements with those jurisdictions, including reimbursement costs, if any.
- Prepare to assist law enforcement with support resources.
- Maintain resource listings.
- Conduct hazard analysis of vital facilities and the impact of a civil unrest or riot incident on one or more of those facilities.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations. Confer and coordinate with other jurisdictions to shelter (as appropriate) county citizens.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured
 - General boundary of the affected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If there are any fires in the area

- If any looting has or is occurring
- Location of any triage area
- Location of any congregate care area established.
- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with and request a liaison from electric and gas utilities as appropriate.
- Establish ongoing reporting from the response forces services, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate affected areas using available response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from law enforcement regarding any potential for additional or prolonged incidents.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- Local civil unrest issues are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress

CHECKLIST: 3. DAM FAILURE

Emergency Management / Incident Commander

Planning

√

- Ensure dams are inspected regularly by the appropriate agency (i.e., Army Corps of Engineers)
- Contact the dam owner / operator and obtain a copy of their emergency plan and establish a communication plan with the owner / operator.
- Ensure the public living in the area is kept well informed regarding the hazard.
- Coordinate with the dam owner or the Army Corps of Engineers for timely information affecting local jurisdictions.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a potential dam failure, if it is likely to affect such a facility.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages downstream.
- Coordinate the establishment of local laws to prohibit or minimize construction in known flood plains or near spillways.
- Conduct hazard analysis of vital facilities and the impact of a major dam failure on one or more of those facilities.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Procure or produce information pamphlets for distribution to the public if appropriate.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured
 - General boundary of the affected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the State.

- Establish communications with the dam owner / operator.
- Establish communications with US Army Corps of Engineers.
- Establish communications with and request a liaison from electric and gas utilities.
- Establish ongoing reporting from the response forces services, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas with assistance from response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from the dam owner and or Army Corps of Engineers regarding safety, etc.
- Assess citizen / community needs for individual assistance and/or public assistance if applicable.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.

- Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
- FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
 - Establish donated goods management based on policy and procedure.
 - If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
 - Ensure public officials are made aware of the assistance application process, if applicable.
 - Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
 - Perform an incident critique as soon as possible with all possible response organizations.
 - Review agency and self performance.
 - Review the weaknesses of the plan.
 - Correct weaknesses.
 - Implement hazard mitigation or modify hazard mitigation plan accordingly.
 - Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 4. EARTHQUAKE

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding earthquake potential.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to an earthquake.
- Coordinate with the US Geological Survey for timely information affecting local jurisdictions.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a major earthquake on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- Coordinate with electric utilities to share information concerning power outages.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured
 - General boundary of the affected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any triage area
 - Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with US Geological Survey.
- Establish communications with and request a liaison from electric and gas utilities.

- Establish ongoing reporting from the response forces services, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate affected areas with assistance from response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.

- Supplies used.
- Contracts issued.
- Purchase orders issued.
- Any other expenditures.
- Damages to public buildings, equipment, utilities, etc.
- Loss of life of any public servant.
- Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 5. EXPLOSIVE HAZARD

Emergency Management / Incident Commander

Planning

√

- Coordinate with any local companies that may have explosive materials.
- Provide an avenue for these companies to report explosive accidents, or potential accidents.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in the area in proper precautions and emergency actions regarding an explosive hazard.
- Conduct hazard analysis of vital facilities and the impact of an explosion incident in or near one or more of those facilities.
- Determine the availability of mobile and/or portable mortuary services.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with law enforcement for response and information.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Ensure responders are trained in explosive devices, explosive handling and victim extrication from collapsed facilities.
- Ensure other resources such as explosive ordinance disposal units are available and the necessary agreements are in place to obtain those resources.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate effected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun

- Location of any established triage area
- Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the facility reporting the explosion, if applicable.
- Request a technical liaison from law enforcement, familiar with the explosive hazard, report to the EOC if practical to do so. Bombs, bomb threats, explosive devices intentionally set are criminal matters. Be aware that these may also present a terrorist threat.
- Establish communications with the State.
- Request explosive disposal unit, hazardous materials team or other specialized response forces if appropriate.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools, and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Establish, as appropriate, a Joint Information Center (JIC) with the facility.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding explosive effects or demolition effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and/or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations, as appropriate.
- Establish donated goods management based on policy and procedure.
- It will be unlikely if a small, localized explosion will cause a Presidential declaration of disaster, but if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 6. FLOOD

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding flood watches and warnings
- Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a flooding event.
- Ensure the community is a participant in the National Flood Insurance Program (NFIP).
- Coordinate the establishment of local laws to prohibit or minimize construction in the flood plain.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a flood on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- Coordinate with department of transportation officials for information regarding roads and bridges likely to be closed due to flood.
- Coordinate with electric utilities to share information concerning power outages.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the State.

- Establish communications with the National Weather Service.
- Establish communications with and request a liaison from state transportation and electric and gas utilities if necessary.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas with assistance from response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.

- Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
- FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
 - Establish donated goods management based on policy and procedure.
 - If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
 - Ensure public officials are made aware of the assistance application process, if applicable.
 - Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
 - Perform an incident critique as soon as possible with all possible response organizations.
 - Review agency and self performance.
 - Review the weaknesses of the plan.
 - Correct weaknesses.
 - Implement hazard mitigation or modify hazard mitigation plan accordingly.
 - Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 7. FIXED FACILITY CHEMICAL SPILL

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed through Community Right to Know.
- Coordinate with local plants, businesses or other facilities that have hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for such facilities to report chemical spills.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a chemical spill or accident.
- Coordinate and plan at least one exercise (table top or practical) bi-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize potential release of hazardous materials.
- Coordinate with State Title III Compliance department.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public as appropriate.
- Coordinate with the facility for response and information.
- Establish or facilitate joint incident command concept with each facility.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

√

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Refer to the facility listing for Extremely Hazardous Substances in Washington County if needed.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate effected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of damages

- The general extent of power or other utility disruption
- Immediate needs of response forces
- If voluntary evacuations of the population have begun
- Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the facility reporting the spill or leak.
- Request a technical liaison from the facility report to the EOC (or command post).
- Establish communications with the State.
- Request hazardous materials team response if appropriate.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools, and or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the facility.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery



- Gather damage assessment information (public, housing, business) from damage assessment teams.

- Obtain information from technical sources regarding health effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 8. TRANSPORTATION CHEMICAL SPILL

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding transportation issues regarding hazardous materials.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with local plants, businesses or other facilities that receive hazardous materials and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for transient transportation companies to report chemical spills. (i.e., 911)
- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- Coordinate with local transportation departments or state departments of transportation regarding potential for specifying truck routes for hazmat carriers, avoiding densely populated areas.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a transportation chemical spill or accident.
- Obtain transportation information from DMV or other state agencies regarding the number of trucks passing through in a 24 hour time period, thus calculating your risk potential.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- Determine the location of the nearest hazmat response team and their capability.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

√

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate effected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the affected area

- The general extent of spill
 - The general extent of traffic route disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc care area
-
- Coordinate with the shipping company for response and information.
 - Evaluate overall county situation.
 - Establish communications with the transporter reporting the spill or leak.
 - Request a technical liaison from the facility report to the EOC (or command post).
 - Establish communications with the State.
 - Request hazardous materials team response if appropriate.
 - Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
 - Establish communications with area schools, and/or businesses that might be affected.
 - Establish ongoing reporting from the response forces, private agencies and utilities.
 - Establish incident command.
 - Establish command post(s) as needed.
 - Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
 - Conduct first staff briefing as soon as practical after EOC activation.
 - Activate or establish rumor control through the public information officer (PIO).
 - Establish a schedule for briefings.
 - Brief city/county/agency/utility executives.
 - Provide PIO with updated information.
 - Establish, as appropriate a Joint Information Center (JIC) with the carrier or manufacturer if appropriate.
 - Provide response forces with updated information, as appropriate.
 - Cause public information to be released, via the public information officer (PIO) as soon as practical.
 - Issue action guidance as appropriate.
 - Establish 24/7 duty roster for the EOC and/or command post.
 - Develop and post any required maps or diagrams.
 - Activate an events log.
 - Review and follow resource procurement procedure.
 - Inventory additional resources that may be used or called upon for use.
 - Activate formal resource request procedure and resource tracking.
 - Coordinate all resource requests being forwarded to the State.
 - Activate financial tracking plan coordinated by the Finance Officer.
 - Activate damage assessment and follow damage assessment procedure.
 - Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
 - Conduct a "second shift" or relieving shift briefing.
 - Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and/or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.

- Brief elected officials with updated information and disaster recovery progress

CHECKLIST: 9. HURRICANE

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding hurricane watches and warnings.
- Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a hurricane.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Coordinate the establishment of local laws to strengthen building codes in hurricane prone areas.
- Conduct hazard analysis of vital facilities and the impact of a hurricane on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- Coordinate with department of transportation officials for information regarding roads and bridges likely to be used for evacuation.
- Establish evacuation routes and an overall evacuation plan.
- Coordinate with inland jurisdictions to host evacuating population.
- Coordinate with electric utilities to share information concerning power outages.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun

- Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with the National Weather Service and National Hurricane Center.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.

- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 10. MAJOR FIRE

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding fire potential, especially during drought conditions.
- Coordinate with fire departments regarding response capability and the resources they will need to fight such fires.
- Coordinate with state and federal fire fighting agencies as appropriate. Acquire planning assistance from the Fire Marshal.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from major fires.
- Conduct hazard analysis of vital facilities and the impact of a major fire on one or more of those facilities. Encourage such facilities to incorporate fire plans and evacuation plans in their respective emergency plan. Ensure fire departments have conducted inspections and pre-plans.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and/or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish communications with Fire Marshal and/or fire scene commander.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the affected area
 - The general extent of fire and exposures
 - The general extent of traffic route disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established
- Coordinate with the fire scene commander for information.

- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools, and/or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command if not already established by fire service.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams or Fire Marshal.
- Obtain information from technical sources regarding health effects (i.e., smoke) duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and/or public assistance.

- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- It is unlikely a Presidential declaration of disaster will be declared for local fires. However, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 11. NUCLEAR ACCIDENT

Emergency Management / Incident Commander

Planning

√

- Ensure the public living in the area is kept well informed regarding potential hazards associated with a nuclear facility or nuclear materials.
- Coordinate with the nuclear facility owner or the Nuclear Regulatory Commission as appropriate for timely information affecting local jurisdictions.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a potential nuclear accident if it is likely to affect such a facility.
- Ensure evacuation routes are clearly established and well marked.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Ensure that warning systems in place at the facility are appropriate, meet regulations and are coordinated with the county.
- Conduct hazard analysis of vital facilities and the impact of a nuclear accident or failure on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public if appropriate.
- Coordinate and plan at least one exercise (table top or practical) bi-annually.
- Ensure exercises are conducted in accordance with FEMA and NRC requirements.
- Ensure all facilities that hold nuclear materials, including medical facilities are known and properly placarded.
- Pre-determine locations for reception, congregate care and decontamination areas for the public or evacuation population.
- Coordinate with Red Cross, Public agencies and or the Salvation Army for shelter operations.
- Pre-determine traffic control and security road block locations and requirements for each effected area.
- Conduct training in radiological monitoring for responding personnel.
- Conduct training in emergency worker decontamination.
- Conduct annual back-up alert training.
- Conduct annual school training.
- Ensure appropriate equipment such as dosimetry, radiation detection instruments, etc. are procured, checked and kept calibrated.
- Ensure that facility and county plans are updated and in accordance with the state plan.
- Ensure that surrounding counties are coordinated in mutual aid responses.
- Carry out other planning actions necessary under NUREG, FEMA or state guidance.

Response

√

- Upon notification, activate the EOC as appropriate.
- Follow EOC Operational Procedure.
- Establish communications with the nuclear facility owner / operator.
- Establish communications with the State.
- Establish incident command.
- Ensure appropriate radiation procedures are followed.

- Ensure that appropriate established procedures are followed as appropriate to the facility condition.
- Establish command posts, traffic control points and security road blocks where planned.
- Establish communications with EAS stations following the Alert and Warning procedure.
- Establish communications with responding agencies.
- Evaluate overall county effect and calculate plume pathway if applicable.
- Assist the Radiological officer to assess initial potential for radiation exposure to the general population in the immediate or affected area.
- Ensure EALs (Emergency Action Levels) are current. (Nuclear power stations)
- Coordinate the opening of appropriate number of shelters and decontamination stations in the appropriate areas in anticipation of evacuation.
- If schools are in session, discuss evacuation procedures and prepare to evacuate such schools if recommended to do so.
- Establish communications with area schools, and/or businesses that might be affected.
- Ensure that all actions are coordinated with facility, state and federal agencies and surrounding counties.
- Evaluate overall county situation.
- Request a technical liaison from the facility report to the EOC (or command post).
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Establish, as appropriate, a Joint Information Center (JIC) with the facility.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Coordinate emergency worker decon and ensure all returning equipment is properly decontaminated.
- Obtain information from the facility owner regarding length of repair, safety, etc.
- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.

Notation: In most cases the facility responsible for a radiological event and radiation incidents are responsible for all costs associated with response. Volunteer resources may not be reimbursable unless under contract. Documentation is essential.

- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made; file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.

- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 12. MAJOR POWER FAILURE

Emergency Management / Incident Commander

Planning

√

- Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.
- Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.
- Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Procure or produce information pamphlets for distribution to the public with assistance from utilities. "What to do When the Lights Go Out".
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.

Response

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause/event checklist.

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - General boundary of the affected area
 - The general extent of power or other utility disruption
 - Immediate needs of response forces or utilities
 - Estimated time of repair or duration of outage
 - Estimated population affected
- Evaluate overall county situation.
- Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)
- Establish communications with the State.

- Establish communications with and request a liaison from electric and gas utilities as appropriate.
- Establish ongoing reporting from the response forces and utilities.
- Establish incident command.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate affected areas using available response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- If appropriate, establish a Joint Information Center (JIC) with the utility.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from utilities regarding potential for additional immediate or prolonged outages.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Assess citizen / community needs for individual assistance and/or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.

- Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
- FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
 - Establish donated goods management based on policy and procedure.
 - Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
 - Ensure public officials are made aware of the assistance application process, if applicable.
 - Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
 - Perform an incident critique as soon as possible with all possible response organizations.
 - Review agency and self performance.
 - Review the weaknesses of the plan.
 - Correct weaknesses.
 - Implement hazard mitigation or modify hazard mitigation plan accordingly.
 - Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 13. TERRORIST EVENT

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding the factual potential for terrorist incidents.
- Coordinate with business, government agencies, schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a terrorist incident.
- Coordinate with the Department of Homeland Security, FBI, Center for Disease Control and other federal agencies for information and warnings affecting local jurisdictions. Also coordinate with state emergency management, public health and others for similar warnings and information.
- Conduct hazard analysis of vital facilities and the impact of a terrorist incident on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public.
- Coordinate and plan at least one terrorist incident exercise (table top or practical) tri-annually.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.

Response

√

- Identify type of terrorist incident (i.e., chemical, biological, explosive, etc.)
- Identify immediate action or response requirements.
- Ensure response forces have as much information as possible.
- EMS may activate mass casualty plan if appropriate.
- Health may activate bioterrorism plan if appropriate.
- Hospitals may activate radiation contamination or other contamination plans if appropriate.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from available response forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of devastation (if any)
 - The general extent of traffic route disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun

- Location of any congregate care area established or ad hoc care area
- Evaluate overall county situation.
- Request a technical liaison from the health department, and from law enforcement, both knowledgeable of terrorist activity, report to the EOC (or command post).
- Establish communications with the State.
- Request hazardous materials team response if appropriate.
- Establish communications with and request a liaison from state transportation, state and federal law enforcement and electric and gas utilities as necessary.
- Establish communications with area schools, and or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the state and federal response agencies.
- Provide response forces with updated information, as quickly as possible.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery



- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health (mental and physical) effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.

- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Obtain information from law enforcement regarding safety of the area.
- Assess citizen / community needs for individual assistance and/or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 14. TORNADO

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding tornado watches and warnings.
- Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a tornado.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a tornado on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- Coordinate with electric utilities to share information concerning power outages.

Response

√

Identify immediate action or response requirements.

- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate affected areas with assistance from response forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the affected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the State.

- Establish communications with the National Weather Service.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.

- Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
- FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
 - Establish donated goods management based on policy and procedure.
 - If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
 - Ensure public officials are made aware of the assistance application process, if applicable.
 - Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
 - Perform an incident critique as soon as possible with all possible response organizations.
 - Review agency and self performance.
 - Review the weaknesses of the plan.
 - Correct weaknesses.
 - Implement hazard mitigation or modify hazard mitigation plan accordingly.
 - Brief elected officials with updated information and disaster recovery progress.

CHECKLIST: 15. WINTER STORM

Emergency Management / Incident Commander

Planning

√

- Ensure the public is well informed regarding winter storm watches and warnings.
- Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to winter storms.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a major winter storm on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- Coordinate with Department of Transportation officials for information regarding roads and bridges likely to ice or be closed.
- Coordinate transportation for persons that may be stranded or otherwise isolated.
- Coordinate with electric utilities to share information concerning power outages.

Response

√

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- If areas are isolated, on order, evacuate effected areas with assistance from response or predetermined transportation forces.
- Establish communications with responding agencies.
- Establish traffic control, motorist assistance and security with law enforcement if necessary.
- Through communications with agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area (county wide?)
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces

- If voluntary evacuations of the population have begun
- Location of any congregate care area established or ad hoc

- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with the National Weather Service.
- Establish communications with and request a liaison from state transportation and electric utilities as necessary.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

√

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.

- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.