

Emergency Management Incident Checklist

Command

Scope: This position is responsible for overall management of the incident. All responsibilities and assignments remain with this position until they are assigned.

Date and Time

_____	Establish the Incident Management System.
_____	Who is in Command?
_____	Identify the scope of the incident.
_____	Establish positions as needed.

Who is Assigned

_____	Finance / Administration
_____	Logistics Operations
_____	Planning
_____	PIO / Media
_____	Safety
_____	Liaison
_____	Volunteer Coordinator
_____	Display Incident Management (IC) Assignments
_____	Assign someone to document command decisions – (Recorder)
_____	Chart with Major Decisions - Time and who made decision

Assign someone to document the incident.
(Video, photographic, or digital camera)

Activate employee recall as needed.

Establish communications systems as needed.

Assigned to & Channel / Number

Radio

Phone

Pagers

Cell Phones

Batteries / chargers

Video Tape / Camera

Amateur Radio

Date and Time

Do we need to establish an EOC?

Establish positions as needed.

Who Assigned

Command

Operations

Planning

Logistics

Finance / Administration

Congregate Care

_____	Utilities
_____	Damage Assessment
_____	Public Health
_____	PIO / Media
_____	Liaison
_____	Volunteer Coordinator
_____	If established: Post signs by functions (Example: Operations, PIO, Etc.)
_____	ID System for internal access (Passes)
_____	Brief elected and appointed officials as needed.
_____	Request emergency declaration if needed.
_____	Determine resources needed (People, equipment, Etc.)
_____	Request Mutual Aid as needed (City, County, State, Federal)
_____	Notify County EM as needed.
_____	Notify State Duty Officer as needed.
_____	Schedule Briefings - EOC and Media. (Set time limits and be specific with what you need)
_____	Determine need for Critical Incident Stress Debriefing (CISD)
_____	Identify unique hazards and / or concerns

Emergency Management Incident Checklist

Finance / Administration

Scope: This position is responsible for the orderly documentation, administration, and payment of all incident related costs. Establish liaison with elected and appointed positions.

Date and Time

_____ Notification of key elected and appointed city / county officials.

_____ Establish communications systems as needed.

Assigned to & Channel / Number

_____ Radio

_____ Phone

_____ Pagers

_____ Cell Phones

_____ Batteries / chargers

_____ Video Tape / Camera

_____ Amateur Radio

_____ Request emergency finance resolution.

_____ Establish purchase order system or accounting process as needed.

_____ Notify county or city insurance programs.

_____ Document all financial decisions.

Implement liaison with State Division of Homeland Security Emergency Management to establish documentation needs for state or federal assistance.

Support all sectors with staffing and financial needs.

Suspend or adjust level of government provided services.

Obtain legal contact as needed.

Identify unique hazards and / or concerns.

Emergency Management Incident Checklist

Logistics

Scope: This position is responsible for identifying and locating all resources needed for the incident.

Date and Time

_____ Establish communications systems as needed.

Assigned to & Channel / Number

_____ Radio

_____ Phone

_____ Pagers

_____ Cell Phones

_____ Batteries / chargers

_____ Video Tape / Camera

_____ Amateur Radio

_____ Obtain resource manual.

_____ Locate and distribute phone books / contact lists.

_____ Appoint volunteer coordinator.

_____ Establish inventory and storage process for donated goods. (Assign staff as needed)

_____ Establish early contact with private industry resources.

- _____ Identify and establish maps, EOC supplies, etc.
- _____ Identify and support technology needs
(Computers, fax machines, printers, etc.)
- _____ Identify community needs and resources
- _____ Identify unique hazards and / or concerns

Emergency Management Incident Checklist

Operations

Scope: This position is responsible for coordination of all tactical activities involving incident "field" operations.

Date and Time

_____ Establish communications systems as needed.

Assigned to & Channel / Number

_____ Radio
_____ Phone
_____ Pagers
_____ Cell Phones
_____ Batteries / chargers
_____ Video Tape / Camera
_____ Amateur Radio

_____ Establish and maintain scene security (This includes EOC security)

_____ Establish response areas (sectors) as needed

Who Assigned

_____ Law Enforcement

_____ Traffic control

_____ Fire

_____ HAZMAT

_____	EMS
_____	Hospital notification
_____	Coroner / Medical Examiner
_____	Public Works
_____	Debris Clearance and sorting
_____	Search and Rescue
_____	Utilities
_____	Accountability
_____	Liaison
_____	Evacuation
_____	Special / Mass Transportation
_____	Establish Rehab area
_____	Staging
_____	Mutual Aid Needed?
_____	Volunteer Coordinator
_____	Conduct operations briefing with operations staff on a regular basis.
_____	Brief incident command about operations on a regular basis.
_____	Identify unique hazards and / or concerns.

Emergency Management Incident Checklist

Planning

Scope: *This position is responsible for identifying the needs and resources that will be required for the incident. The goal of this position is to plan ahead of current events and identify resources before they are needed.*

Date and Time

_____ Establish communications systems as needed

Assigned to & Channel / Number

_____ Radio

_____ Phone

_____ Pagers

_____ Cell Phones

_____ Batteries / chargers

_____ Video Tape / Camera

_____ Amateur Radio

_____ Anticipate support needs for incident staff.

_____ Prepare an alternate plan. (Define short and long term needs)

_____ Identify and assign responsibility for monitoring weather forecasts.

_____ Develop plan for evacuation or shelter in place as necessary.

_____ Identify a plan for providing relief personnel

- _____ Establish volunteer coordinator if needed.
- _____ Identify congregate care sites, resources, and communication needs.
- _____ Develop plan for community wide mental health issues.
- _____ Develop plan for incident responder CISM issues.
- _____ Develop re-entry procedures as needed.
- _____ Develop a debris removal and disposal plan.
- _____ Develop a special needs and mass transportation plan.
- _____ Identify the Specialized Supplies List (Sandbags, generators, portable Toilets, drinking water, etc.)
- _____ Develop an emergency building permit plan.
- _____ Identify unique hazards and / or concerns.

Emergency Management Incident Checklist

PIO and Support Staff

Scope: This position is responsible for the dissemination of information about the incident to the command staff, government officials, and the general public.

Date and Time

_____ Establish communications systems as needed.

Assigned to & Channel / Number

_____ Radio

_____ Phone

_____ Pagers

_____ Cell Phones

_____ Batteries / chargers

_____ Video Tape / Camera

_____ Amateur Radio

_____ Organize, schedule, and attend regular internal and external briefings.

_____ Facilitate individual interviews.

_____ Write media releases.

_____ Establish a media center (Location)

_____ Establish parking for satellite trucks as needed.

_____ Identification resources needed

_____ Establish an identification system for the media

Proactively deal with rumors by distributing information on:

Public Voice Mail Line

Newsletter

Flyer

Cable Access

Coordinate video taping of briefings and relevant meetings related to the incident.

Establish Community "Hot Points" (Central information dissemination points)

Plan for VIP arrival and tour of area. (Assign liaison for visiting VIP)

Identify unique hazards and / or concerns.

Emergency Management Incident Checklist

Liaison

Scope: This position is responsible for coordination and assistance of other assisting agencies at the incident.

Date and Time

_____ Establish communications systems as needed

Assigned to & Channel / Number

_____ Radio

_____ Phone

_____ Pagers

_____ Cell Phones

_____ Batteries / chargers

_____ Video Tape / Camera

_____ Amateur Radio

_____ Establish contact with outside governmental agencies (State and / or federal)

_____ Establish contact with outside non-governmental agencies.

_____ Provide support needs to the assisting agencies.

_____ Identify unique hazards and / or concerns

Emergency Management Incident Checklist

Staging

Scope: This position is responsible for coordinating all resources necessary to accomplish the incident objectives.

Date and Time

- | | |
|-------|--|
| _____ | Assign Staging Officer and identify. (Vests and radio) |
| _____ | Define Major Site of Operations. |
| _____ | Identify multiple site(s) of operations. |
| _____ | Identify large area for staging location to be set up. (Need multiple entrances and exits) |
| _____ | Assign a channel for communications with the Command / EOC. |
| _____ | Obtain and use maps for identification of work areas. |
| _____ | Obtain vehicle for staging officer to use as work area. (Obtain from Mutual Aid?) |
| _____ | Assign someone to document decisions. (Recorder) |
| _____ | Continually update command with status of resources. |

Assign Coordinator for Sub-groups

Fire

Law Enforcement

EMS

Public Works

Amateur Radio

Volunteers

Organize response teams for specific areas / sectors.

Each team should have the following:

Fire / Rescue, Law Enforcement, EMS,
Public Works, Amateur Radio, and
Volunteers.

Brief incoming resources on specialized uses (Example: Radio channels, instructions, commanding officers, etc.)

Consider setting up a portable fuel area for vehicles. (Call in fuel sources as needed)

Set up a rehabilitation (Rehab) area. (Location, portable toilets, food and beverage supply)

Consider security needs.

Coordinate rehabilitation site
