Emergency Management Committee

Emergency Management Checklists

```
                          Command
                    
            Safety              Public Information

            Liaison

Finance/Administration    Logistics    Operations    Planning
```
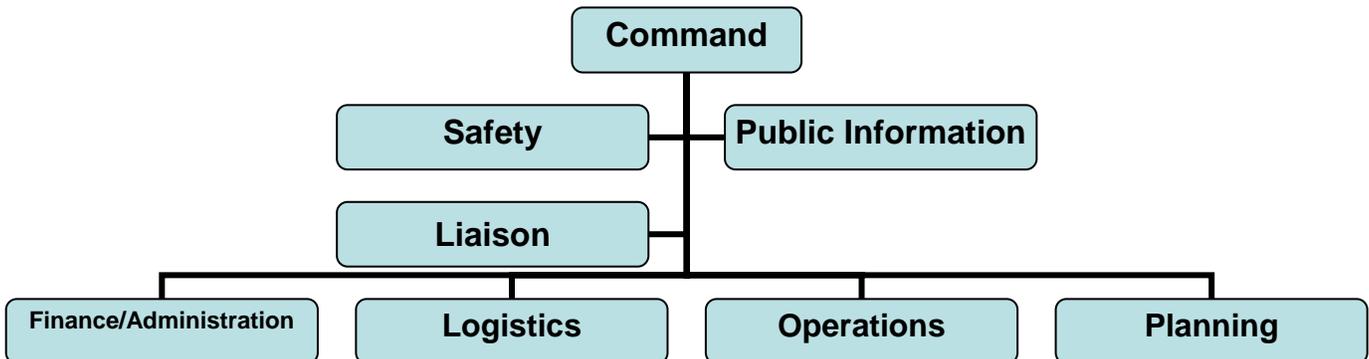
These checklists were developed by the MSFCA Emergency Management Committee to assist in emergency management mitigation, planning, response, and recovery. These checklists were created to be utilized by any agency, for any type of hazard, to effectively manage the incident. The checklists were developed to coordinate with the Incident Management System. Feel free to use these checklists in any way that will benefit your organization. Checklists revised to meet current MnIMS/NIMS standards.

Emergency Management Incident Checklist
<u>Command</u>

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

<u>**Date and Time**</u>

_____   Establish Incident Management System (MnIMS) - Determine the appropriate Incident Management Organization structure

_____   Who is in Command?   Unified Command? _____

_____   Location of Command Post? _____

_____   ID Of Command and associated positions (vests, colors, name tags, etc.)

_____   Identify scope of incident and establish incident objectives

_____   Site Security initiated? (ID, Traffic, etc.)

Establish positions as needed

		<u>**Who Assigned**</u>
_____	Finance/Administration	_____
_____	Logistics	_____
_____	Operations	_____
_____	Planning	_____
_____	PIO/Media	_____
_____	Safety	_____
_____	Liaison	_____
_____	Radio Communications	_____
_____	Donations Coordinator	_____
_____	Volunteer Coordinator	_____
_____	Assign someone to Record	_____

- Document command decisions
- Chart with Major Decisions - Time and who made decision
- Assign someone to document the incident (Video, camera, GPS, etc.).

_____   Display Incident Management (ICS) Assignments and or Organization Charts
Where is the Incident Management Chart located at the scene?
(Consider ICS Form 207)

_____   Activate employee recall as needed

_____   Determine need for Critical Incident briefing (field personnel deployment)

Continued on next page

Emergency Management Incident Checklist

<u>Command(Cont.)</u>

<u>Date and Time</u>

_____ Determine need for Critical Incident Stress Debriefing (CISD)

_____ Identify unique hazards and/or concerns

_____ Establish communications systems as needed
Frequency/Talkgroup   *Assigned to*
    _____ Radio _____
    _____ Phone _____
    _____ Pagers_____
    _____ Cell Phones_____
    _____ Batteries/chargers _____
    _____ Video Tape/Camera _____
    _____ Amateur Radio _____

_____ If EOC established: Post signs by functions (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 local jurisdiction and 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.

Emergency Management Incident Checklist

Command(Cont.)

_____   Do we need to establish an EOC?

_____   If yes, establish positions as needed

Who Assigned

EOC Manager_____

Operations_____

Planning_____

Logistics_____

Finance/Administration_____

Law Enforcement_____

Fire _____

EMS_____

Public Works/Debris Removal_____

Congregate Care_____

Utilities_____

Damage Assessment_____

Public Health_____

PIO/Media_____

Liaison_____

Volunteer Coordinator_____

Donations Management_____

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 officials

_____   Assign someone to document Finance/Administration decisions/actions

_____   Establish communications systems as needed

Frequency/Talkgroup   *Assigned to*
_____ Radio _____
_____ Phone _____
_____ Pagers_____
_____ Cell Phones_____
_____ Batteries/chargers   _____
_____ Video Tape/Camera   _____
_____ Amateur Radio   _____

_____   Establish purchase order system or accounting process as needed (ie. separate account numbers)

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

_____   Request emergency finance resolution

_____   Notify county/city/other insurance programs

_____   Support incident 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
<u>Logistics</u>

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

<u>**Date and Time**</u>

_____   Assign someone to document Logistics decisions/actions

_____   Establish communications systems as needed
                     Frequency/Talkgroup   *Assigned to*
                     _____ Radio   _____
                     _____ Phone   _____
                     _____ Pagers_____
                     _____ Cell Phones_____
                     _____ Batteries/chargers   _____
                     _____ Video Tape/Camera   _____
                     _____ Amateur Radio   _____

_____   Obtain resource manual

_____   Locate and distribute phone books - contact lists

_____   Identify a plan for feeding personnel (coordinate with planning)

_____   Appoint volunteer coordinator
                            <u>**Who Assigned**</u>
                            _____

_____   Appoint donations coordinator
                            <u>**Who Assigned**</u>
                            _____

_____   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 - computer, fax, GIS mapping/support, etc.

_____   Identify community needs and resources

_____   Identify unique hazards and/or concerns

Emergency Management Incident Checklist

<u>Operations</u>

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

<u>Date and Time</u>

_____   Assign someone to document Operations decisions/actions

_____   Establish communications systems as needed

Frequency/Talkgroup   *Assigned to*

_____ Radio _____

_____ Phone _____

_____ Pagers_____

_____ Cell Phones_____

_____ Batteries/chargers _____

_____ Video Tape/Camera _____

_____ Amateur Radio _____

_____   Establish and maintain scene security - this includes EOC security

_____   Establish area commands and divisions/groups as needed

                                                                 <u>**Who Assigned**</u>

_____ Law Enforcement _____

_____ Traffic control / site security _____

_____ Fire _____

_____ HAZMAT _____

_____ EMS _____

_____ Coroner/Medical Examiner _____

_____ Public Works _____

_____ Utilities _____

_____ Staging _____

_____ Debris Clearance and sorting _____

_____ Search and Rescue _____

_____ Accountability _____

_____ Evacuation _____

_____ Special/Mass Transportation _____

_____ Hospital notification _____

_____ Establish Rehab area _____

_____ Mutual Aid Needed? _____

_____ Volunteer Coordination _____

_____   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
<u>Planning</u>

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.***

<u>Date and Time</u>

_____   Assign someone to document Planning decisions/actions

_____   Establish communications systems as needed

Frequency/Talkgroup   *Assigned to*

       _____ 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 feeding personnel (coordinate with logistics)

_____   Identify a plan for providing relief personnel

_____   Develop long term staffing plan (ex. length of operational shifts, transition time, debrief time)

_____   Establish volunteer coordinator and donations management 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 affected area re-entry procedures as needed

Emergency Management Incident Checklist
Planning (Cont.)

_____   Develop a debris removal and disposal plan

_____   Develop a special needs and mass transportation plan

_____   Identify specialized supplies (i.e. Sandbags, generators, portable toilets, drinking water, etc.)

_____   Develop an emergency building permit plan

_____   Identify unique hazards and/or concerns

Emergency Management Incident Checklist
<u>PIO and Support Staff</u>

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

<u>Date and Time</u>

_____ Assign someone to document PIO decisions/actions

_____ Establish communications systems as needed

Frequency/Talkgroup   *Assigned to*

_____ 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

_____ Identify resources needed

_____ Establish an identification/credentialing 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 point(s)

_____ Plan for VIP arrival and tour of area and assign liaison for visiting VIP

_____ Identify unique communications needs and/or concerns (ex. language translation, special populations, etc.)

Emergency Management Incident Checklist
<u>Liaison</u>

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

<u>Date and Time</u>

_____   Assign someone to document Liaison decisions/actions

_____   Establish communications systems as needed

Frequency/Talkgroup   *Assigned to*

_____ Radio _____

_____ Phone _____

_____ Pagers_____

_____ Cell Phones_____

_____ Batteries/chargers _____

_____ Video Tape/Camera _____

_____ Amateur Radio _____

_____   Establish contact with outside governmental agencies
                          (state, federal, etc.)

_____   Establish contact with outside non-governmental agencies
               (Utilities, non-profits, private organizations)

_____   Provide support needs to the incident

_____   Identify unique needs and/or concerns

Emergency Management Incident Checklist
<u>Staging</u>

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

 Date and Time

_____   Assign Staging Officer and identify (vests, radio)

_____   Assign someone to document Staging decisions/actions

_____   Define Major site(s) of operations

_____   Assign a channel/talkgroup

_____   Identify multiple site(s) of operations

_____   Consider staging site security needs

_____   Identify large area for staging location to be set up
                (Need multiple entrances and exits)

_____   Obtain and use maps for identification of work areas

_____   Obtain vehicle for staging officer to use as work area
                (Obtain from mutual aid?)

_____   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 functions

_____   Brief incoming resources on specialized uses
                (radio channels/talkgroups, instructions, commanding officers, etc.)

_____   Coordinate with Logistics
                _____   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/beverage supply)