



CEMP Appendix B ESF Checklists

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EMERGENCY SUPPORT FUNCTION

(ESF) 1 TRANSPORTATION

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Review & revise Emergency Action Plans regularly. <input type="checkbox"/> Update equipment and resource listings on a regular basis. Distribute these lists appropriately. <input type="checkbox"/> Revise mutual aid agreements as needed. <input type="checkbox"/> Attend scheduled tabletop exercises and all other training events regularly. <input type="checkbox"/> Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify personnel, mutual-aid partners, vendors. <input type="checkbox"/> Establish & maintain contact the Incident Commander & EOC for instructions. <input type="checkbox"/> Determine operational capacity status of streets, roads & bridges. <input type="checkbox"/> Maintain ongoing information exchange with ESF 5. <input type="checkbox"/> Contact airport dispatch, CSX dispatch, INDOT traffic management center for more information <input type="checkbox"/> Begin clear documentation stream of all related costs, actions, decisions and communications. <input type="checkbox"/> Verify access to MECA System-1 radio channels. <input type="checkbox"/> Establish refuel & maintenance schedules. <input type="checkbox"/> Receive & complete mission assignments appropriately. <input type="checkbox"/> Contact logistics for needs related to nonstop operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods. <input type="checkbox"/> Consider staging & re-entry issues.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment & personnel to regular schedules. <input type="checkbox"/> Encourage interested personnel to attend CISD sessions. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Survey all vehicles for damages related to incident. <input type="checkbox"/> Solicit performance feedback from response constituents. <input type="checkbox"/> Attend scheduled kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other ESFs appropriately. <input type="checkbox"/> Review & update internal and ESF plans as necessary. <input type="checkbox"/> Promote mitigation measures to reduce or eliminate potential



EMERGENCY SUPPORT FUNCTION

(ESF) 2 COMMUNICATIONS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Update equipment & resource listings. <input type="checkbox"/> Review mutual aid agreements. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. <input type="checkbox"/> Maintain radio hardware & software systems. <input type="checkbox"/> Maintain ComVan & related resources. 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify personnel and vendors. <input type="checkbox"/> Contact Incident Commander, Countywide EOC. <input type="checkbox"/> Document all related costs, actions, decisions & related communications. <input type="checkbox"/> Establish refuel & maintenance schedules. <input type="checkbox"/> Receive, track & complete mission assignments. <input type="checkbox"/> Consider logistical needs for 24x7 operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods. <input type="checkbox"/> Maintain ongoing contact with ESF 5
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return radio equipment & resources to regular service. <input type="checkbox"/> Finish required incident reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Provide copies of radio traffic recordings <input type="checkbox"/> Survey equipment & vehicles for damages related to incident. <input type="checkbox"/> Solicit feedback from other responders. <input type="checkbox"/> Attend kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend post incident analysis meetings. <input type="checkbox"/> Solicit corrections to ESF 2 emergency plans. <input type="checkbox"/> Revise ESF 2 response plans as necessary.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 1 PRE-EMERGENCY PREPARATION OF PUBLIC BUILDINGS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Train team members in pre-emergency preparation of buildings. <input type="checkbox"/> Secure existing emergency action plans for public buildings. <input type="checkbox"/> Secure floor plans for buildings to be prepared and site plans for parking lots to be used. <input type="checkbox"/> Secure memo of mutual agreements between City owners of public buildings and of other private support agencies. <input type="checkbox"/> Develop and disseminate protective design standards. <input type="checkbox"/> Develop control criteria for illumination, access, security and other related items. <input type="checkbox"/> Identify emergency readiness of: <ul style="list-style-type: none"> <input type="checkbox"/> Water supply <input type="checkbox"/> Lighting <input type="checkbox"/> Generators <input type="checkbox"/> Sump pumps, etc. <input type="checkbox"/> Identify funding <input type="checkbox"/> Establish Operations Center for the Pre-Emergency Preparation of Public Buildings Team. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Operations Center. <input type="checkbox"/> Notify Public Information Officer (PIO) <input type="checkbox"/> Notify public support agencies and owners of buildings of potential need for public buildings. <input type="checkbox"/> Coordinate opening and use of public buildings as identified by EOC. <input type="checkbox"/> Await further instructions from EOC or any of the ESF-3 teams. <input type="checkbox"/> Log in buildings being used and time of beginning of use. <input type="checkbox"/> Assist in procuring special equipment and supplies as identified by EOC.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Continue to support the emergency effort through coordination of use of public buildings. <input type="checkbox"/> Utilize public support agencies. <input type="checkbox"/> Maintain contact with the EOC and PIO. <input type="checkbox"/> Support the discontinuation of use of public buildings when approved by EOC and log out end use time for buildings. <input type="checkbox"/> Log out support agencies deployed and the end time of their deployment 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief team members, public agencies and building owners. <input type="checkbox"/> Re-evaluate and modify existing preparedness plans. <input type="checkbox"/> Forward all agency use records to the Operations Center for processing.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 2 DAMAGE ASSESSMENT, TECHNICAL EVALUATION/ADVICE AND CONSTRUCTION MANAGEMENT/INSPECTION

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<input type="checkbox"/> Provide accessible baseline assessment inventory. <input type="checkbox"/> Develop criteria for determining priority of damage assessment. <input type="checkbox"/> Create damage-rating scale for assessment and train DPW staff and consultants. <input type="checkbox"/> Develop list of construction management/design-build firms for rehabilitation / reconstruction / replacement of essential facilities. <input type="checkbox"/> Develop list of inspection companies for damage assessment of essential Public/City owned facilities. <input type="checkbox"/> Develop list of general contractors to complete the rehabilitation/reconstruction/replacement of essential facilities. <input type="checkbox"/> Develop DPW/DMD inspection teams to oversee the rehabilitation/reconstruction/replacement of essential Public and City owned facilities (through emergency permits). <input type="checkbox"/> Develop list of material suppliers for contractors to utilize for rehabilitation/reconstruction/replacement of essential facilities. <input type="checkbox"/> Train DPW staff on: <ul style="list-style-type: none"> <input type="checkbox"/> evaluation techniques <input type="checkbox"/> entry techniques and procedures <input type="checkbox"/> system knowledge <input type="checkbox"/> crisis management <input type="checkbox"/> Identify existing expertise in department. <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Train response team in duties. <input type="checkbox"/> Identify emergency action plan personnel schedules and reporting stations. <input type="checkbox"/> Secure maps/footprints of key facilities, transmission and collection lines. <input type="checkbox"/> Secure memo of mutual agreement between City and private/public support agencies. <input type="checkbox"/> Develop a communication plan. <input type="checkbox"/> Identify engineering expertise, equipment and stockpiled materials. <input type="checkbox"/> Identify funding. <input type="checkbox"/> Establish team structures in support of the Rapid Impact Assessment Team(s). <input type="checkbox"/> Establish Operations Center for Technical Evaluation and Advice Team, Damage Assessment Team and Construction Management and Inspection Team.	<input type="checkbox"/> Report to Emergency Operations Center (EOC) or provide liaison through the EOC with State, Federal and volunteer construction and repair resources. <input type="checkbox"/> Provide liaison to private utilities, and coordinate available resources to assist private utility restoration. <input type="checkbox"/> Coordinate and evaluate the need to inspect, sign, and post unsafe essential Public and City owned facilities and structures. <input type="checkbox"/> Assess essential Public/City owned utilities/structures for damage and immediate repairs. <input type="checkbox"/> Notify Public Information Officer (PIO) <input type="checkbox"/> Coordinate and oversee the inspection and construction management rehabilitation/reconstruction/replacement of essential Public and City owned facilities to include potable water and waste water systems. <input type="checkbox"/> Implement personnel schedule. <input type="checkbox"/> Notify public and private support agencies to be on a standby basis for possible deployment (login support agencies being deployed and time of deployment). <input type="checkbox"/> Await further instructions from EOC or any of the ESF-3 teams. <input type="checkbox"/> Match the resource with the requested need. <input type="checkbox"/> Log in the support agencies being deployed and the time of their deployment. <input type="checkbox"/> Locate infrastructure records being requested and arrange for the delivery of them to the appropriate location. <input type="checkbox"/> Coordinate with and support Rapid Impact Assessment Team(s). <input type="checkbox"/> Coordinate with Critical Services Group. <input type="checkbox"/> Verify facility is safe for assessment. <input type="checkbox"/> Identify consultants/advisory teams needed. <input type="checkbox"/> Building systems: <ul style="list-style-type: none"> <input type="checkbox"/> DMD Building Inspections <input type="checkbox"/> DPW Operations - Buildings & Facilities <input type="checkbox"/> DPW Township Coordinators <input type="checkbox"/> IFD <input type="checkbox"/> Utilities <input type="checkbox"/> Private engineering and construction firms. <input type="checkbox"/> AWT systems: <ul style="list-style-type: none"> <input type="checkbox"/> DPW Engineering <input type="checkbox"/> DPW Operations - Wastewater Services <input type="checkbox"/> Private engineering and construction firms <input type="checkbox"/> Storm/Sanitary sewer systems: <ul style="list-style-type: none"> <input type="checkbox"/> DPW Engineering <input type="checkbox"/> DPW Operations - Wastewater Services <input type="checkbox"/> DMD Infrastructure Permits <input type="checkbox"/> Private engineering and construction firms <input type="checkbox"/> Transportation systems: <ul style="list-style-type: none"> <input type="checkbox"/> DPW Engineering <input type="checkbox"/> DPW Operations - Maintenance Services, <input type="checkbox"/> DPW Township Coordinators, <input type="checkbox"/> DMD Infrastructure Permits <input type="checkbox"/> Private engineering and construction firms.



Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Assist other ESF-3 teams with technical evaluation and advice. <input type="checkbox"/> Assess damage using rating system on approved form. (An area on form should be dedicated to describing facility being assessed.) <input type="checkbox"/> Inspect the construction of temporary essential Public and City owned facilities and services. <input type="checkbox"/> Assist Utility Companies with personnel, equipment and supplies on call. <input type="checkbox"/> Assist Damage Assessment Team. <input type="checkbox"/> Assist Emergency Restoration Team. <input type="checkbox"/> Assist Emergency Demolition Team. <input type="checkbox"/> Utilize Public and Private support agencies. <input type="checkbox"/> Maintain contact with the EOC and PIO. Report damage to EOC. <input type="checkbox"/> Log out support agencies deployed and the end time of their deployment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete the final inspection of all rehabilitated/reconstructed/replaced Public and City owned facilities (through emergency permits). <input type="checkbox"/> Debrief public and private agency participants. <input type="checkbox"/> Re-evaluate and modify existing preparedness plans, including the developed lists of construction management/design-build firms, inspection companies, general contractors and material suppliers as to their performance, availability and cooperation. <input type="checkbox"/> Final inventory of damage and repairs, and analyze incident information to mitigate damage. <input type="checkbox"/> Forward all agency use records to the Operations Center for processing. <input type="checkbox"/> Document resources used and costs. <input type="checkbox"/> Pay contractor costs incurred in effort. <input type="checkbox"/> Analyze the DPW/DMD inspection teams as to performance.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 3 DEBRIS CLEARANCE AND DISPOSAL

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Train response team leaders. <input type="checkbox"/> Identify emergency action plan personnel schedules and reporting stations. <input type="checkbox"/> Prepare maps of streets, parking lots and vacant areas. <input type="checkbox"/> Secure memo of mutual agreement between City and private support agencies. <input type="checkbox"/> Identify City and support equipment. <input type="checkbox"/> Identify staging and disposal sites. <input type="checkbox"/> Contract for support equipment. <input type="checkbox"/> Identify funding. <input type="checkbox"/> Identify reporting procedures. <input type="checkbox"/> Establish Operations Center for the Debris Clearance and Disposal Team. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Operations Center. <input type="checkbox"/> Notify Public Information Officer (PIO) <input type="checkbox"/> Implement personnel schedule. <input type="checkbox"/> Notify public and private support agencies to be on a standby basis for possible deployment. <input type="checkbox"/> Mobilize for debris clearance in compliance with emergency response plan as directed by EOC for: <input type="checkbox"/> Search and rescue operations <input type="checkbox"/> Routes for emergency vehicles <input type="checkbox"/> Support to utility companies <input type="checkbox"/> Mobilize for debris staging and removal in compliance with emergency response plan as directed by EOC. <input type="checkbox"/> Log in the support agency being deployed and the time of their deployment. <input type="checkbox"/> Mitigate the hazards. <input type="checkbox"/> Collect incident information.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Deploy resources (City and support agencies). <input type="checkbox"/> Support search and rescue. <input type="checkbox"/> Clear emergency access routes. <input type="checkbox"/> Support re-establishment of utilities. <input type="checkbox"/> Maintain contact with the EOC and PIO. <input type="checkbox"/> Utilize the staging areas as needed. <input type="checkbox"/> Remove and dispose of debris. <input type="checkbox"/> Log out the support agency deployed and the end time of their deployment <input type="checkbox"/> Continue collection of incident information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief participants. <input type="checkbox"/> Document level of effort and costs. <input type="checkbox"/> Re-evaluate and modify existing response plans. <input type="checkbox"/> Pay contract costs incurred in effort. <input type="checkbox"/> Service equipment. <input type="checkbox"/> Restore staging areas.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 4 TEMPORARY CONSTRUCTION OF EMERGENCY ACCESS ROUTES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Train response team in duties. <input type="checkbox"/> Identify emergency action plan personnel schedules and reporting stations. <input type="checkbox"/> Secure maps/footprints of key access routes. <input type="checkbox"/> Secure memo of mutual agreement between City and private support agencies. <input type="checkbox"/> Identify equipment/stockpile materials. <input type="checkbox"/> Identify funding. <input type="checkbox"/> Establish Operations Center for the Temporary Construction of Emergency Access Routes Team. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Operations Center. <input type="checkbox"/> Notify Public Information Officer (PIO). <input type="checkbox"/> Implement personnel schedule. <input type="checkbox"/> Notify public and private support agencies to be on a standby basis for possible deployment. <input type="checkbox"/> Log in the support agencies being deployed and the time of their deployment. <input type="checkbox"/> Mobilize in compliance with appropriate contingency plans found in: <ul style="list-style-type: none"> <input type="checkbox"/> Identify routes <input type="checkbox"/> Prioritize routes <input type="checkbox"/> Assign resources <input type="checkbox"/> Stage resources <input type="checkbox"/> Assess hazards. <input type="checkbox"/> Mitigation of hazards. <input type="checkbox"/> Collect incident information.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Re-establish temporary critical public access roads. <input type="checkbox"/> Utilize private support agents. <input type="checkbox"/> Utilize identified equipment stockpiled materials. <input type="checkbox"/> Log out support agencies deployed and the end time of their deployment. <input type="checkbox"/> Maintain contact with PIO. <input type="checkbox"/> Maintain contact with EOC. <input type="checkbox"/> Activate staging areas. <input type="checkbox"/> Continue collection of critical new information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief participants. <input type="checkbox"/> Document resources used and costs. <input type="checkbox"/> Reevaluate and modify existing preparedness plans. <input type="checkbox"/> Analyze incident information to mitigate damage.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 5 EMERGENCY RESTORATION OF CRITICAL SERVICES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Train response team in duties. <input type="checkbox"/> Identify emergency action plan personnel schedules and reporting stations. <input type="checkbox"/> Secure maps/footprints of key facilities, transmission and collection lines. <input type="checkbox"/> Secure memo of mutual agreement between City and private support agencies. <input type="checkbox"/> Identify equipment/stockpile materials. <input type="checkbox"/> Identify funding. <input type="checkbox"/> Establish Operations Center for the Emergency Restoration of Critical Public Service Team. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Operations Center. <input type="checkbox"/> Notify Public Information Officer (PIO). <input type="checkbox"/> Implement personnel schedule. <input type="checkbox"/> Notify public and private support agencies to be on a standby basis for possible deployment. <input type="checkbox"/> Mobilize in compliance with appropriate contingency plans found in: <ul style="list-style-type: none"> <input type="checkbox"/> AWT, WREP 2001 <input type="checkbox"/> Collection System, WREP 2001 <input type="checkbox"/> Flood Preparedness, SEG Engineering & Consultants <input type="checkbox"/> Eagle Creek Dam, DCAM/DPW 1999 <input type="checkbox"/> Y2K <input type="checkbox"/> Log in the support agencies being deployed and the time of their deployment. <input type="checkbox"/> Assess hazard. <input type="checkbox"/> Mitigation of hazard. <input type="checkbox"/> Collect incident information. <input type="checkbox"/> Provide updated status of restoration of services.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Re-establish critical public services. <input type="checkbox"/> Utilize private support agents. <input type="checkbox"/> Utilize identified equipment stockpiled materials. <input type="checkbox"/> Log out support agencies deployed and the end time of their deployment. <input type="checkbox"/> Maintain contact with PIO. <input type="checkbox"/> Maintain contact with EOC. <input type="checkbox"/> Activate staging areas. <input type="checkbox"/> Continue collection of incident information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief participants. <input type="checkbox"/> Final inventory of damage. <input type="checkbox"/> Document resources used and costs. <input type="checkbox"/> Reevaluate and modify existing preparedness plans. <input type="checkbox"/> Analyze incident information to mitigate damage.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 6 EMERGENCY DEMOLITION AND STABILIZATION OF BUILDINGS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Train personnel in duties. <input type="checkbox"/> Identify emergency action plan personnel schedules and reporting stations. <input type="checkbox"/> Memo or mutual agreement between City and private sectors. <input type="checkbox"/> Identify available equipment for demolition and stabilization. <input type="checkbox"/> Identify sites for disposal of materials. <input type="checkbox"/> Identify funding. <input type="checkbox"/> Establish Operations Center for the Emergency Demolition and Stabilization of Buildings Team. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Operations Center. <input type="checkbox"/> Implement personnel schedule. <input type="checkbox"/> Notify public and private support agencies to be on a standby basis for possible deployment. <input type="checkbox"/> Mobilize resources in compliance with appropriate contingency plans with priority provided by EOC. <input type="checkbox"/> Log in support agencies being deployed and the time of their deployment. <input type="checkbox"/> Collect damaged structure information. <input type="checkbox"/> Assess hazard. <input type="checkbox"/> Mitigate hazard.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Perform demolition and/or stabilization. <input type="checkbox"/> Utilize public or private sectors. <input type="checkbox"/> Utilize identified available equipment and materials. <input type="checkbox"/> Maintain contact with PIO. <input type="checkbox"/> Maintain contact with EOC. <input type="checkbox"/> Log out support agencies deployed and the time of their deployment. 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief participants. <input type="checkbox"/> Perform final site inspection. <input type="checkbox"/> Reevaluate and modify existing preparedness plans. <input type="checkbox"/> Document resources used and costs. <input type="checkbox"/> Pay contract costs incurred.



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 7 ENVIRONMENTAL MITIGATION

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans <input type="checkbox"/> Train personnel in duties <input type="checkbox"/> Prepare ready response list of personnel and contact information <input type="checkbox"/> Memo of mutual agreements with support agencies <input type="checkbox"/> Identify/stockpile needed equipment/materials <input type="checkbox"/> Understand required roles <input type="checkbox"/> Identify funding/processes for funding <input type="checkbox"/> Establish Operation Centers for the Environmental Mitigation Team 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Operations Center <input type="checkbox"/> Notify Public Information Office (PIO) <input type="checkbox"/> Mobilize proper emergency action plan addenda <input type="checkbox"/> Office of Administrative Services <input type="checkbox"/> Office of Maintenance Services <input type="checkbox"/> Office of Solid Waste <input type="checkbox"/> Marion County Public Health & Hospital <input type="checkbox"/> Indianapolis Fire Department <input type="checkbox"/> Indianapolis Police Department <input type="checkbox"/> Indiana Department of Environmental Management <input type="checkbox"/> Marion County Hazardous Materials Task Force <input type="checkbox"/> United States Environmental Protection Agency <input type="checkbox"/> Hazard Identification
Recovery	Mitigation
<ul style="list-style-type: none"> <input type="checkbox"/> Assessment <input type="checkbox"/> Site containment <input type="checkbox"/> Implementation of clean-up <input type="checkbox"/> Assemble sampling/recovery equipment <input type="checkbox"/> Identify disposal techniques <input type="checkbox"/> Assemble clean-up crews <input type="checkbox"/> Dispose of hazards <input type="checkbox"/> Maintain contact with PIO <input type="checkbox"/> Maintain contact with EOC <input type="checkbox"/> Collect hazard information <input type="checkbox"/> Collect incident response information <input type="checkbox"/> Secure site <input type="checkbox"/> Debrief participants <input type="checkbox"/> Inventory damage <input type="checkbox"/> Inventory materials <input type="checkbox"/> Reevaluate and modify emergency action plan <input type="checkbox"/> Implement measures to prevent recurrence if appropriate <input type="checkbox"/> Analyze hazard/incident information <input type="checkbox"/> Conduct financial analysis and report resources and cost 	



EMERGENCY SUPPORT FUNCTION

(ESF) 3 ADDENDUM 8 CONTROL AND UTILIZATION OF DPW EQUIPMENT AND MANPOWER

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Train response team in duties. <input type="checkbox"/> Identify emergency action plan personnel schedules and reporting stations. <input type="checkbox"/> Secure memo or mutual agreement between City and private support agencies. <input type="checkbox"/> Identify equipment/stockpile materials. <input type="checkbox"/> Identify funding. <input type="checkbox"/> Establish Operations Center for the Control and Utilization of DPW Equipment and Manpower. 	<ul style="list-style-type: none"> <input type="checkbox"/> Report to Emergency Operations Center. <input type="checkbox"/> Notify Public Information Officer (PIO). <input type="checkbox"/> Implement personnel schedule. <input type="checkbox"/> Notify public and private support agencies to be on a standby basis for possible deployment. <input type="checkbox"/> Log in support agencies being deployed and the time of their deployment. <input type="checkbox"/> Mobilize resources in compliance with appropriate contingency plans with priority provided by EOC to: <ul style="list-style-type: none"> <input type="checkbox"/> Identify equipment and manpower <input type="checkbox"/> Prioritize equipment and manpower <input type="checkbox"/> Assign resources. <input type="checkbox"/> Stage resources. <input type="checkbox"/> Deploy equipment and manpower as directed by the EOC. <input type="checkbox"/> Collect incident information.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Utilize private support agencies as needed. <input type="checkbox"/> Utilize identified equipment and manpower. <input type="checkbox"/> Maintain contact with PIO. <input type="checkbox"/> Maintain contact with EOC. <input type="checkbox"/> Log out support agencies deployed and the time of their deployment. <input type="checkbox"/> Activate staging areas. <input type="checkbox"/> Continue collection of critical new information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Debrief participants. <input type="checkbox"/> Reevaluate and modify existing preparedness plans. <input type="checkbox"/> Document resources used and costs including equipment damaged or destroyed. <input type="checkbox"/> Analyze incident information to mitigate damage.



EMERGENCY SUPPORT FUNCTION

(ESF) 4 FIRE

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Update equipment & resource listings. <input type="checkbox"/> Review mutual aid agreements. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. <input type="checkbox"/> Continue ongoing public education efforts. 	<ul style="list-style-type: none"> <input type="checkbox"/> Perform core mission emergency response functions. <input type="checkbox"/> Fire fighting & rescue services. <input type="checkbox"/> Heavy rescue capability. <input type="checkbox"/> Swift water rescue, dive team capabilities. <input type="checkbox"/> Emergency Medical Services. <input type="checkbox"/> Hazardous Materials incident response capability. <input type="checkbox"/> Post blast investigation (Arson Unit) <input type="checkbox"/> Urban Search & Rescue capability. <input type="checkbox"/> Confined Space rescue capability. <input type="checkbox"/> High Angle rescue capability. <input type="checkbox"/> Weapon of Mass Destruction response
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment to regular service schedules. <input type="checkbox"/> Complete required records and reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Survey all vehicles for damages related to incident. <input type="checkbox"/> Attend kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other ESFs. <input type="checkbox"/> Review & update internal and ESF plans as necessary.



**EMERGENCY SUPPORT FUNCTION
(ESF) 5 DIVISION OF HOMELAND SECURITY**

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain and promote web site for public information. <input type="checkbox"/> Conduct ongoing public education efforts about disaster preparedness to local schools, businesses, service groups, etc. <input type="checkbox"/> Update resource listings and mutual aid agreements regularly. <input type="checkbox"/> Host or attend scheduled tabletop exercises, local disaster planning meetings and training events. Validate or correct existing plans accordingly. <input type="checkbox"/> Conduct and/or attend as available full-scale disaster exercises. <input type="checkbox"/> Support regularly scheduled Special Events. <input type="checkbox"/> Respond to potentially complex emergencies (Anthrax hoaxes) to provide support. <input type="checkbox"/> Seek grant funding for hazard specific training and equipment. <input type="checkbox"/> Maintain ongoing communications with all ESFs. <input type="checkbox"/> Maintain the immediate response capability of the Countywide Emergency Operations Center. <input type="checkbox"/> Utilize GIS to assess areas of potential need. Highlight areas that might be vulnerable or have specific needs (such as non-English speaking communities). 	<ul style="list-style-type: none"> <input type="checkbox"/> Open EOC. <input type="checkbox"/> Verify alert, notification and warning efforts. <input type="checkbox"/> Contact Incident Commander regularly for updates. <input type="checkbox"/> Begin complete documentation stream. Phone, fax and radio logbooks, Personnel schedules, etc. Related costs-overtime, materials, supplies, etc. <input type="checkbox"/> Facilitate ESF arrivals, check in and startup operations. <input type="checkbox"/> Determine the status of routes and thoroughfares. <input type="checkbox"/> Maintain information exchange with all ESFs. <input type="checkbox"/> Confer with GIS for mapping needs of gathered information or use of existing data.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Continue to oversee and maintain documentation stream. <input type="checkbox"/> Encourage ESF-6, 14 to implement an aggressive Donations Management program. <input type="checkbox"/> Contact IDHS Public Assistance Division to arrange PA kick-off meeting. <input type="checkbox"/> Alert United Way, and all other government and Human Service agencies of potential for reimbursement of specific costs. <input type="checkbox"/> Notify all ESFs of the Public Assistance application kick-off meeting date. <input type="checkbox"/> Coordinate PA applications process and monitor progress. <input type="checkbox"/> Track and post recaptured costs as a means of maintaining audit trail against future audits. <input type="checkbox"/> Conduct regular briefings to Senior Officials concerning the progress of the Recovery Effort. <input type="checkbox"/> Maintain ongoing contact with FEMA and IDHS Disaster Assistance officials. <input type="checkbox"/> Utilize GIS to document recovery actions and highlight areas that might be neglected. 	<ul style="list-style-type: none"> <input type="checkbox"/> Collect and analyze all incident-related data, reports, and journals. <input type="checkbox"/> Schedule and facilitate an overall incident after-action review. <input type="checkbox"/> Collect internal incident after-action reviews from all participating ESFs. <input type="checkbox"/> Analyze raw and processed data for lessons learned and recommend changes to the CEMP as necessary. <input type="checkbox"/> Encourage public information programs to address potential vulnerabilities noted as a result of the incident. <input type="checkbox"/> Utilize GIS (e.g. HAZUS) to plan for future actions such mitigation in areas that were flooded during rain storms to limit future losses.



EMERGENCY SUPPORT FUNCTION

(ESF) 6 MASS CARE

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain and practice Emergency Action Plans. <input type="checkbox"/> Update equipment, resource and shelter lists regularly. <input type="checkbox"/> Review mutual aid agreements regularly. <input type="checkbox"/> Attend scheduled tabletop exercises and other training events. Cross train volunteers with other related efforts. <input type="checkbox"/> Recruit & train volunteers. <input type="checkbox"/> Conduct ongoing public education efforts for disaster preparedness measures. <input type="checkbox"/> Work with ESF 14 to develop a single mechanism for donations goods management. <input type="checkbox"/> Develop a mechanism for screening emergency volunteers for the proper qualifications. <input type="checkbox"/> Determine plan for emergency communications. <input type="checkbox"/> Maintain ongoing public education efforts. 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify proper notifications to key staff members. <input type="checkbox"/> Contact Incident Commander & EOC. <input type="checkbox"/> Document all related costs, actions, decisions & communications. <input type="checkbox"/> Verify communication procedures (Cell phones, MECA radios, pagers, etc.) <input type="checkbox"/> Send a senior ESF 6 staff member to the Countywide EOC. <input type="checkbox"/> Notify personnel, volunteers, and vendors. <input type="checkbox"/> Inspect vehicles for safety requirements. <input type="checkbox"/> Establish refuel & maintenance schedules. <input type="checkbox"/> Receive & complete mission assignments. <input type="checkbox"/> Consider logistical needs for 24x7 operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods. <input type="checkbox"/> Ensure volunteers are properly trained and registered before deployment.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment to regular service schedules. <input type="checkbox"/> Finish required incident reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Survey equipment & vehicles for recent damages. <input type="checkbox"/> Solicit feedback from other responders. <input type="checkbox"/> Attend scheduled kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. <input type="checkbox"/> Recognize volunteer efforts formally. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other ESFs. <input type="checkbox"/> Review & update internal and ESF plans as necessary



EMERGENCY SUPPORT FUNCTION

(ESF) 7 RESOURCE SUPPORT

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Review internal Emergency Action Plans regularly. <input type="checkbox"/> Review mutual aid agreements as necessary. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify personnel and vendors. <input type="checkbox"/> Contact the Incident Commander & Countywide EOC. <input type="checkbox"/> Send ESF 7 official & staff to EOC on request. <input type="checkbox"/> Begin documenting all incident-related costs, actions, decisions & related communications. <input type="checkbox"/> Log incoming resource requests appropriately.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment to regular service schedules. <input type="checkbox"/> Finish required reports <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Solicit feedback from other responders. <input type="checkbox"/> Attend Public Assistance kickoff meeting. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend post incident analysis sessions.



EMERGENCY SUPPORT FUNCTION

(ESF) 8 PUBLIC HEALTH AND MEDICAL SERVICES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<input type="checkbox"/> Review Emergency Action Plans annually at a minimum or following any large scale event or exercise <input type="checkbox"/> Review mutual aid agreements annually at a minimum or following any large scale event or exercise <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly <input type="checkbox"/> Establish quarterly meetings for ESF-8 response organizations <input type="checkbox"/> Conduct a quarterly review of the point of contacts list for ESF-8 <input type="checkbox"/> Continue ongoing public health and emergency management programs <input type="checkbox"/> Establish access to MECA radio system; test at least on a quarterly basis <input type="checkbox"/> Determine potential documentation strategies and methods for disaster responses <input type="checkbox"/> Conduct hazard vulnerability analysis that is organization as well as community specific in conjunction with emergency management <input type="checkbox"/> Train health personnel on emergency response roles, expectations and incident command system principles <input type="checkbox"/> Integrate healthcare executive leadership into regional training programs <input type="checkbox"/> Conduct regular inventory of critical response equipment and supplies and maintain a web-based inventory management system to document the technical specifications of resources as well as monitor their location and status <input type="checkbox"/> Attempt to inventory available hospital stockpiles of emergency care supplies and PPE <input type="checkbox"/> Maintain a volunteer registry for Indiana-licensed medical professionals and non-medical professionals to assist in disaster response <input type="checkbox"/> Implement and maintain a regional credentialing and identification system for first responders and healthcare providers (in conjunction with Hamilton County)	<input type="checkbox"/> Notify appropriate personnel and senior staff members <input type="checkbox"/> If appropriate, request official declarations for disaster including EMTALA and HIPPA waivers. <input type="checkbox"/> Contact Incident Commander & the Countywide EOC <input type="checkbox"/> Consult with safety officer prior to entry into hazardous environments <input type="checkbox"/> Activate the medical MACC and if needed the District 5 Mental Health Response Team <input type="checkbox"/> Document all incident related costs, actions, decisions & related communications utilizing ICS forms and tools <input type="checkbox"/> Identify possible public health hazards in the disaster areas. (Radiation, hazmat, Blood-borne pathogens, HIV, AIDS, HEPATITIS, TB, etc.) <input type="checkbox"/> Identify potential need for pre-hospital alternate care sites, including CHC's and the Multi-Agency Support Tactical Facility (MASTF) <input type="checkbox"/> Receive & complete mission assignments appropriately <input type="checkbox"/> Consider logistical needs for potential 24x7 operations <input type="checkbox"/> Schedule personnel in shifts <input type="checkbox"/> Provide meals & necessary rest periods <input type="checkbox"/> Activate Incident Command System within organization <input type="checkbox"/> Ensure a Liaison Officer with MESH <input type="checkbox"/> Ensure proper use of Personal Protective Equipment (PPE) by responders <input type="checkbox"/> Notify appropriate personnel and senior staff members <input type="checkbox"/> Contact Incident Commander & the Countywide EOC <input type="checkbox"/> Document all incident related costs, actions, decisions & related communications <input type="checkbox"/> ID possible public health hazards in the disaster areas. (Blood-borne pathogens, HIV, AIDS, HEPATITIS, TB, etc.) <input type="checkbox"/> Ensure proper disposal of medical wastes & sharps <input type="checkbox"/> Receive & complete mission assignments appropriately <input type="checkbox"/> Consider logistical needs for potential 24x7 operations <input type="checkbox"/> Schedule personnel in shifts <input type="checkbox"/> Provide meals & necessary rest periods <input type="checkbox"/> Activate Incident Command System within organization



	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure a Liaison Officer is assigned to the Marion County EOC <input type="checkbox"/> Ensure proper use of Personal Protective Equipment (PPE) by responders <input type="checkbox"/> If a hospital, activate the District 5 Emergency Operations Plan and MESH Medical MACC if necessary
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Debriefing first responders and pre-hospital providers and ensure appropriate follow-up and screening for potential exposures <input type="checkbox"/> Return equipment to regular service schedules <input type="checkbox"/> Finish required incident reports <input type="checkbox"/> Assist with DHS, healthcare facilities, and mental health providers to compile documentation for reimbursement per Federal guidelines <input type="checkbox"/> Assemble & index all incident documentation <input type="checkbox"/> Solicit feedback from responders <input type="checkbox"/> Send appropriate representation to initial meeting for Public Assistance <input type="checkbox"/> Send appropriate representation to kickoff meeting for Public Assistance <input type="checkbox"/> Meet with state & federal emergency management officials for the applicants briefing <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend any scheduled post-incident analysis sessions <input type="checkbox"/> Identify errors and shortcomings in response, revise internal plans accordingly <input type="checkbox"/> Continue ongoing support of outlined preparedness actions.



EMERGENCY SUPPORT FUNCTION

(ESF) 9 SEARCH AND RESCUE

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble training needs. <input type="checkbox"/> Obtain necessary certifications for team members. <input type="checkbox"/> Train team members in duties and procedures relative to rescue/response disciplines. <input type="checkbox"/> Secure necessary grant money and internal funding. <input type="checkbox"/> Secure emergency equipment (meters, tools, vehicles, medical supplies, etc.) <input type="checkbox"/> Train responders in incident command procedures. <input type="checkbox"/> Train in radio procedures. 	<ul style="list-style-type: none"> <input type="checkbox"/> Determine need for US&R response. <input type="checkbox"/> Conduct Task Force call-up. <input type="checkbox"/> Task Force members to Cache Site for assignment. <input type="checkbox"/> Task Force liaisons to incident site and EOC. <input type="checkbox"/> Medical and check-in procedures. <input type="checkbox"/> Search & Recon teams to site. <input type="checkbox"/> Cache loaded, TF members assigned transportation. <input type="checkbox"/> Transport TF to site; assemble Base Of Operations. <input type="checkbox"/> Evaluate need for additional US&R support <input type="checkbox"/> Develop initial Incident Action Plan. <input type="checkbox"/> Begin shift rotations. <input type="checkbox"/> Continue Action Planning and coordinate with EOC and Federal Incident Support Teams as necessary. <input type="checkbox"/> Coordinate Demobilization Plan as necessary.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Execute Demobilization Plan as developed. <input type="checkbox"/> Return Task Force equipment and personnel to Cache site. <input type="checkbox"/> Conduct equipment inventory and personnel accountability screening. <input type="checkbox"/> Develop list of expended and broken and equipment for submission to EOC and Resources Support. <input type="checkbox"/> TF members report for medical screening. <input type="checkbox"/> Begin to develop the After Action Report. <input type="checkbox"/> Conduct Critical Incident Stress Counseling as required. <input type="checkbox"/> Restore the cache equipment to its pre-deployment condition. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other ESFs. <input type="checkbox"/> Review & update internal and ESF plans as necessary. <input type="checkbox"/> Review After Action Report for needed changes in operating procedures, training, and equipment. <input type="checkbox"/> Develop training procedures to meet identified TF requirements.



EMERGENCY SUPPORT FUNCTION

(ESF) 10 HAZARDOUS MATERIALS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct site safety visits when possible. <input type="checkbox"/> Update equipment & resource listings. <input type="checkbox"/> Review mutual aid agreements. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. <input type="checkbox"/> Continue ongoing public education efforts regarding hazardous materials and proper sheltering in place practices. 	<ul style="list-style-type: none"> <input type="checkbox"/> Perform core mission emergency response functions. <input type="checkbox"/> Fire fighting & rescue services. <input type="checkbox"/> Hazardous Materials incident response capability. <input type="checkbox"/> Start Incident Command, name PIO. <input type="checkbox"/> Consider sheltering in place vs. evacuation. <input type="checkbox"/> Set up decontamination operations before entry. <input type="checkbox"/> Gather available information at the scene. <input type="checkbox"/> Verify identity of the uncontrolled substance. <input type="checkbox"/> Estimate incident course and potential harm. <input type="checkbox"/> Determine strategic goals <input type="checkbox"/> Stop the release, contain the substance, protect public health and the environment. <input type="checkbox"/> Weapon of Mass Destruction response. <input type="checkbox"/> Assess tactical options. <input type="checkbox"/> Plan and implement actions. <input type="checkbox"/> Evaluate actions for effectiveness. <input type="checkbox"/> Review strategic options for effectiveness.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return deconned equipment to regular service. <input type="checkbox"/> Complete required incident records and reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Survey all vehicles for new damages. <input type="checkbox"/> Attend kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other ESFs. <input type="checkbox"/> Review & update internal and ESF plans as necessary.



EMERGENCY SUPPORT FUNCTION

(ESF) 11 AGRICULTURE

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Review Emergency Action Plans <input type="checkbox"/> Update equipment & resource listings. <input type="checkbox"/> Review mutual aid agreements. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. <input type="checkbox"/> Continue ongoing public education efforts. <input type="checkbox"/> Determine plan for emergency communications <input type="checkbox"/> Develop volunteer program for disaster assistance. <input type="checkbox"/> Cross train volunteers with other related efforts (Red Cross First Aid, CERT, etc.). 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify personnel and vendors. <input type="checkbox"/> Contact the Incident Commander and the Countywide EOC. <input type="checkbox"/> Document all incident related costs, actions, decisions & related communications. <input type="checkbox"/> Access MECA radio system. <input type="checkbox"/> Establish ongoing inspections of food service operations, inspect vehicles for safety requirements, and establish refuel and maintenance schedules. <input type="checkbox"/> Receive and complete Mission assignments appropriately. <input type="checkbox"/> Consider logistical needs for potential nonstop operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods. <input type="checkbox"/> Ensure volunteers are properly trained and registered before deployment.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment to regular service schedules. <input type="checkbox"/> Finish required reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Solicit feedback from response constituents. <input type="checkbox"/> Attend kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. <input type="checkbox"/> Recognize volunteer efforts formally. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Solicit corrections to ESF 11 emergency plans and compare documentation with other ESFs. <input type="checkbox"/> Revise ESF 11 response plan as necessary.



EMERGENCY SUPPORT FUNCTION

(ESF) 12 ENERGY

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Review internal Emergency Action Plans. <input type="checkbox"/> Update equipment & resource listings regularly. <input type="checkbox"/> Review mutual aid agreements. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify personnel and senior management staff. <input type="checkbox"/> Contact Incident Commander & the Countywide EOC. <input type="checkbox"/> Document all incident related costs, actions, decisions & related communications. <input type="checkbox"/> Verify access to MECA System-1 radio channels. <input type="checkbox"/> Conduct appropriate restoration services. <input type="checkbox"/> Establish refuel & maintenance schedules. <input type="checkbox"/> Receive & complete mission assignments. <input type="checkbox"/> Consider logistical needs for 24x7 operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment to regular service schedules. <input type="checkbox"/> Finish required incident reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Survey equipment & vehicles for damages related to incident. <input type="checkbox"/> Solicit feedback from other responders. <input type="checkbox"/> Attend scheduled kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state & federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend post incident analysis meetings. <input type="checkbox"/> Solicit corrections to ESF 12 emergency plans. <input type="checkbox"/> Revise ESF 12 response plans as necessary.



**EMERGENCY SUPPORT FUNCTION
(ESF) 13 PUBLIC SAFETY AND SECURITY**

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Practice internal emergency plans often. <input type="checkbox"/> Update equipment and personnel listings regularly. <input type="checkbox"/> Review mutual aid agreements annually. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly. <input type="checkbox"/> Use Special Events as a training ground for new personnel to learn incident management. 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify all appropriate personnel and form Unified Incident Command. <input type="checkbox"/> Identify Staging Area. <input type="checkbox"/> Contact Incident Commander and determine incident priorities. <input type="checkbox"/> Contact Countywide EOC. <input type="checkbox"/> Provide necessary scene and EOC perimeter security. <input type="checkbox"/> Document all related costs, actions, and decisions. <input type="checkbox"/> Verify access to MECA radio channels. <input type="checkbox"/> Establish refuel and maintenance schedules. <input type="checkbox"/> Consider logistical needs for potential nonstop operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals and necessary rest periods. <input type="checkbox"/> Provide for the safety and well being of officers' families if needed.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Return equipment to regular service schedules. <input type="checkbox"/> Finish required reports. <input type="checkbox"/> Assemble and index all incident documentation. <input type="checkbox"/> Survey equipment and vehicles for new damages. <input type="checkbox"/> Solicit feedback from other responders. <input type="checkbox"/> Attend kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with designated state and federal emergency management officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend scheduled post-incident analysis meetings. <input type="checkbox"/> Compare documentation with other ESFs. <input type="checkbox"/> Review and update internal and ESF plans as necessary.



EMERGENCY SUPPORT FUNCTION

(ESF) 14 LONG TERM COMMUNITY RECOVERY

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<ul style="list-style-type: none"> <input type="checkbox"/> Revise respective Emergency Action Plans. <input type="checkbox"/> Promote reality based disaster planning on an ongoing basis. (Use existing educational resources.) <input type="checkbox"/> Create & maintain a secure web site listing of available resources for potential disasters. <input type="checkbox"/> Develop the immediate capacity to open and staff a 24 hour hot line for disaster donations and temporary loans of special equipment from area businesses. <input type="checkbox"/> Attend public sector tabletop exercises and training events regularly. <input type="checkbox"/> Conduct ESF 14 outreach & education efforts to a variety of local organizations: Unions, associations, social clubs, not for profits, retirees, etc. <input type="checkbox"/> Develop teams of volunteers interested in assisting <ul style="list-style-type: none"> <input type="checkbox"/> Businesses damaged or destroyed by disasters. <input type="checkbox"/> Provide basic safety training to these volunteers. <input type="checkbox"/> Consider potential liability issues. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contact the Incident Commander & the Countywide EOC as appropriate. <input type="checkbox"/> Dispatch a senior ESF 14 representative & staff assistant to the EOC upon request. <input type="checkbox"/> Announce and promote the hotline for donations as directed by the Incident Commander. <input type="checkbox"/> Begin a documentation stream of all incident related donations, loans, & related communications. <input type="checkbox"/> Track the operational condition, use and status of loaned equipment (including necessary maintenance schedules) <input type="checkbox"/> Require full accountability of all such resources upon dispatch and return <input type="checkbox"/> Expedite any incoming requests wherever possible.
Recovery	Mitigation (Lessons Learned)
<ul style="list-style-type: none"> <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Request feedback from Incident Commander. <input type="checkbox"/> Dispatch available volunteers with proper training to disaster area to assist business owners. <input type="checkbox"/> Assist state & federal government agencies with economic recovery planning efforts. 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend any scheduled post-incident analysis sessions. <input type="checkbox"/> Identify errors and shortcomings in response, revise internal plans accordingly. <input type="checkbox"/> Continue ongoing support of outlined preparedness actions. <input type="checkbox"/> Encourage small businesses to update their disaster plans and insurance coverage regularly.



EMERGENCY SUPPORT FUNCTION

(ESF) 15 EXTERNAL AFFAIRS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<input type="checkbox"/> Assemble Emergency Action Plans. <input type="checkbox"/> Update personnel information & resource listings. <input type="checkbox"/> Review mutual aid agreements. <input type="checkbox"/> Attend scheduled tabletop exercises and training events regularly.	<input type="checkbox"/> Notify appropriate personnel. <input type="checkbox"/> Contact Incident Commander & Countywide EOC. <input type="checkbox"/> Document all related costs, actions, & decisions. <input type="checkbox"/> Assist IC & ESF 5 with briefing preparation & deliveries as requested. <input type="checkbox"/> Receive & complete other mission assignments appropriately. <input type="checkbox"/> Consider logistical needs for potential nonstop operations. <input type="checkbox"/> Schedule personnel in shifts. <input type="checkbox"/> Provide meals & necessary rest periods.
Recovery	Mitigation (Lessons Learned)
<input type="checkbox"/> Return personnel to regular schedules. <input type="checkbox"/> Finish required incident reports. <input type="checkbox"/> Assemble & index all incident documentation. <input type="checkbox"/> Attend kickoff meeting for Public Assistance. <input type="checkbox"/> Meet with state & federal emergency engagement officials for the applicants briefing. <input type="checkbox"/> Complete required PA applications, maintain detailed records for audit purposes.	<input type="checkbox"/> Attend post incident analysis meetings. <input type="checkbox"/> Solicit corrections to ESF 15 emergency plans. <input type="checkbox"/> Revise ESF 15 response plans as necessary.