

[Enter Town Name] Disaster Situation Crisis Actions Checklist (Date)

The following checklist is a quick reference for the initial notification, communication, coordination and activation of community disaster response. Upon completion of this checklist, the town emergency manager will review the Emergency Operations Plan to determine additional actions required to support continuing response, recovery and mitigation operations.

***All municipal employees should be familiar with this checklist and their role in its completion.
(Review & update Annually)***

	September 2008 Review Completion Date	September 2009 Review Completion Date	September 2010 Review Completion Date	September 2011 Review Completion Date	September 2012 Review Completion Date
Town Manager					
Mayor					
Town Clerk					
Deputy Town Clerk/Treasurer					
Assistant Town Clerk					
Animal Control Code Enforcement					
Street Supervisor					
Water & Sewer Supervisor					
Town Trustee Baker					
Town Trustee Lehl					
Town Trustee Haynes					
Town Trustee Honnold					
Town Trustee Guardado					
Town Trustee McCain					

Index of Essential Crisis Actions

Crisis Action Tasks:

Task 1: Assess Life Safety and Public Warning

Task 2: Initial Warning/Crisis Action Checklist Activation

Task 3: Initial Coordination, Communication and Assessment

Task 4: Emergency Operations Center (EOC) Activation

Task 5: Establish the Location of the Emergency Operations Center (and other critical facilities)

Task 6: Staff Activation/Recall

Task 7: Emergency Operations Staffing and Assignments

A. Emergency Operations Center Manager

B. Establish Communications With the Incident Command Post

C. Open the Emergency Operations Center Log

D. Develop Situation Map

E. Develop Situation Report

F. Public Information/Joint Information Center

Task 8: Transition to Sustained Operations

Task 9: EOC Logistics and Sustainment Checklist

Task 1: Assess Life Safety and Public Warning

Assess life safety issues. If the event threatens the city hall and municipal staff, evacuate or seek shelter immediately. **DO NOT BECOME A VICTIM!**

The following are options for public warning. If safety, time and the situation permit, consider use of available warning systems.

Community Warning Checklist (See Attachment for Additional Information)		
Warning System	Activation Contact	Action Completed (time/initials)
Community Siren		
Reverse 911		
SAME Radio Messaging		
Elementary School		
Prairie View Apartments		

Task 2: Initial Warning/Crisis Action Checklist Activation

Due to staffing limitations, **ANYONE** on the municipal staff may have to take the lead in initiating the Crisis Action Checklist. (See the Town EOC Recall/Activation Phone Tree under Task 6 below).

The Town Manager is the designated Town Emergency Manger. However, if he is not immediately available, this responsibility goes to the next avail person listed below. Town staff who have reason to believe a disaster situation is pending or has occurred, are to use this list to notify senior staff. In the event that no senior Town staff/elected officials are available, contact the WCSO Emergency Manager.

Order of Succession	Telephone Numbers	Time and Initials
Town Manager/Emergency Manager		
Mayor		
Town Clerk		
Deputy Clerk/Town Treasurer		
Director of Public Works		
Board of Trustees (in order of length in office)		
Weld County Sheriff's Office/Emergency Manager		

Task 3: Initial Coordination, Communication and Assessment

At a minimum, contact the agencies listed below to gather initial situation assessment information and discuss activation of warning, response, emergency management and mitigation activities.

Initial Coordination and Assessment Contacts* (See Attached for Details)		
Position	Telephone Number	Contact Time/Initials
Fire Chief (Alternate) Dep. Fire Chief		
WCSO Dispatch (Alternate)		
Town Public Works		
Comments:		

*911 Weld County Dispatch may help contact these agencies during emergencies

Task 4: Emergency Operations Center (EOC) Activation:

Based on warning and the initial situation assessment, determine the need to activate the Town Emergency Operations Center. Use the checklist below to document this decision. Remember, **SEEK SHELTER OR EVACUATE IF YOU ARE NOT SAFE.**

Initial Situation/Concern (Circle)	The Town EOC was activated by (name) _____ at (time)_____. Additional Comments:
Severe Weather Expected/Occurring --Tornado/Major Hail --Winter Storm/Blizzard --Community Sheltering	
Significant Event Requiring 1 st Responders to be active for more than 8 hours -Wildfire -Hazardous Materials Release -Train Derailment -Mass Casualty (Highway) -Explosion -Flood -Community Evacuation Event -Infrastructure Failure -Public Health/Environment Disaster -Animal Health Disaster -Other (Specify)_____	
Request by 1 st Response Agency (Agency/Incident Commander)	
Directed by EM/Mayor	
Request from neighboring community	
Request from Weld County	

DO NOT let a lack of information delay EOC activation. Failure to be pro-active can significantly degrade initial response and recovery efforts. If in doubt, complete this checklist then review the situation.

Task 5: Establish the Location of the Emergency Operations Center (and other critical facilities)*

The primary location for the Town Emergency Operations Center is the City Hall. If this location is not available or safe, alternate locations are identified below. Use this checklist to note the location of other critical facilities/activities as they are established.

NOTE: The following facilities may be used as the Emergency Operation Center (EOC), Incident Command Post (ICP) or Joint Information Center (JIC) or community shelters. These functions SHOULD NOT be co-located. Note the activation and location of these functions/facilities on this form.

Facility	Address	Telephone	EOC	ICP	JIC	Shelter
Town Hall						
Fire Station						
Elementary School						
Evans Mobile Command Post						
First Baptist Church						
Fourway Baptist Church						
Grace Lutheran Church						
Jehovah's Witnesses						
James Memorial United Methodist						
SE Weld County Services Facility						
Other						
Other						

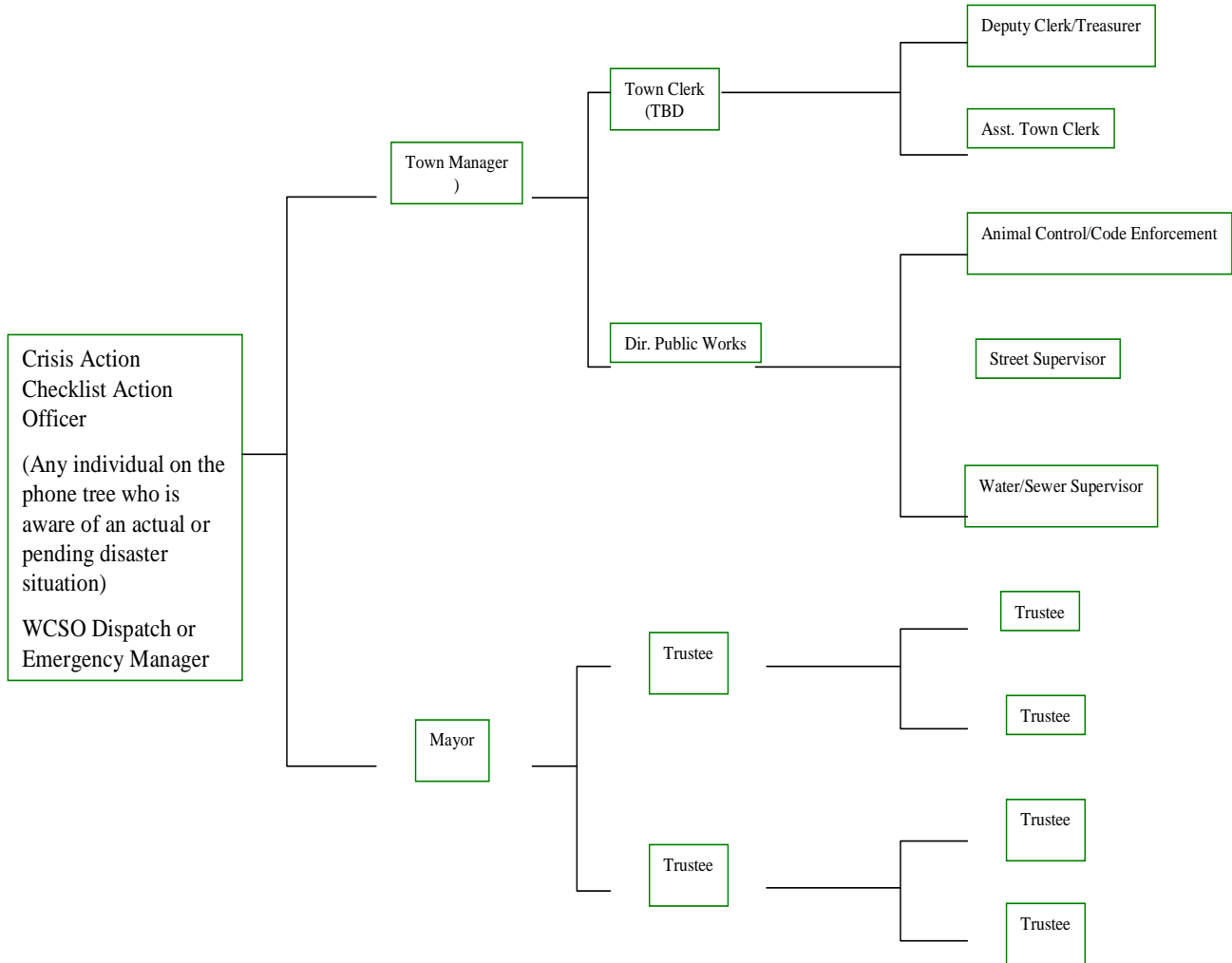
*Copies of the Crisis Action Checklist and supporting materials should be kept at home and available at all potential EOC locations.

** The co-location of the EOC and the Incident Command Post is not recommended and can lead to confusion of roles and responsibilities.

Task 6: Staff Activation/Recall

Upon deciding to activate the EOC, initiate staff and council recall. All administrative staff should report to the city hall. Field staff should report if they are not involved in response activities.

Town EOC Activation Recall Phone Tree



Notify Weld County Emergency Management (Roy Rudisill) of Town EOC activation and confirm Town Emergency Operations location and contact information:

- Main Office: (970) 356-4015 x3990*
- Alternate Work Number: ((970) 304-6548
- Cell Phone: (970) 381-0417
- email address: rudisill@co.weld.co.us A
- Via WCSO Dispatch (970) 356-4000 ext 2700 (or 911)

The following form is to document who has been contacted and the availability to support initial Emergency Operations Center activities.

Personnel Contact and Accountability Roster					
	Contacted (time)	Not Contacted	Available for Town Emergency Operations Center Duties	Not Available for Town Emergency Operations Duties	Comments
Town Manager					
Mayor					
Town Clerk					
Deputy Town Clerk/Treasurer					
Assistant Town Clerk					
Animal Control Code Enforcement					
Street Supervisor					
Water & Sewer Supervisor					
Town Trustee Baker					
Town Trustee Lehl					
Town Trustee Haynes					
Town Trustee Honnold					
Town Trustee Guardado					
Town Trustee McCain					

Task 7: Emergency Operations Staffing and Assignments

-As EOC staff arrives, the EOC manager will assign the initial Crisis Action Tasks listed on this table. Noting time of assignment will indicate assigned initial tasking. Checklists for each task are attached.

	EOC Manager*	Establish Communications With Incident Command	Open Emergency Operations Log	Develop Situation Display	Develop Situation Report	Develop Public Information Release	Field Duties, Observation & Assessment
Town Manager							
Mayor							
Town Clerk							
Deputy Town Clerk/Treasurer							
Assistant Town Clerk							
Animal Control Code Enforcement							
Street Supervisor							
Water & Sewer Supervisor							
Town Trustee Baker							
Town Trustee Lehl							
Town Trustee Haynes							
Town Trustee Honnold							
Town Trustee Guardado							
Town Trustee McCain							

*The Emergency Manager assumes primary responsibility for coordinating the execution of the Crisis Action Checklist and assigning tasks to town staff.

Task 8: Transition to Sustained Operations

Upon completion of the actions outlined above, the Emergency Manager will hold a Emergency Operations Center Situation Briefing. This briefing should review:

- Situation Assessment (review of appropriate items from the IC's Situation Assessment and the Situation Report outlined above)
- EOC Crisis Action Tasks (Review the EOC Log of Events):
 - Actions completed
 - Pending actions
- Situation outlook for the next 12-24 hours
- All available staff should attend and participate in this event.

(NOTE: Although it is often difficult to take time to make this situation update happen, it is critical to do so. This is your opportunity to ensure everyone knows what is going on and to resolve informational issues that can create confusion and inefficiency. This briefing should be structured and limited to 30 minutes.

If the scope of the event will require continuous operations for more than 12 hours, the EOC will need to develop a staffing plan. This may be affected by the impact of the disaster event on the families and homes of the staff. The municipal emergency manager will:

- Assess the need/feasibility for continuous municipal EOC operations
- Assess available staffing
- Establish shifts if needed. (If it is determined that 24-hour operations will be required, the second shift staff need to be identified and put into rest as early as feasible).

	Shift 1	Shift 2	EOC Task/ESF Assignment
Town Manager-Racine			
Mayor-Pontius			
Town Clerk-TBD			
Deputy Town Clerk/Treasurer-McGill			
Assistant Town Clerk-Arnold			
Animal Control Code Enforcement-Dodge			
Street Supervisor-Walhus			
Water & Sewer Supervisor-Hough			
Town Trustee Baker			
Town Trustee Lehl			
Town Trustee Haynes			
Town Trustee Honnold			
Town Trustee Guardado			
Town Trustee McCain			

Task 9: EOC Logistics and Sustainment Checklist

The emergency manager must also consider Emergency Operations Center logistical and facility needs. Review each item on the following list to determine status/shortfalls. If a shortfall is identified, assign it to appropriate staff, ESF representative, or the WCSO Emergency Operations Center for resolution.

EOC Logistics and Sustainment			
	Yes	No	Comments/Needs/Assignment
Safety/Security			
Electricity			
Generator (if needed)			
Gas (if needed for heating)			
Fuel for the generator			
Phone lines			
Cell Phones			
Communications with IC & WCSO (radio)			
Radio/television (Media reports)			
GIS Support			
Food			
Water			
Sanitation			
IT Support			
Office Supplies			
Copier			
GIS Support			

If it is determined that Town is unable to sustain EOC operations, the municipal emergency manager will coordinate with the Incident Commander and Weld County Emergency Manager to transfer emergency management functions to the county. If this transfer is deemed necessary, available Town staff and resources will be integrated into Weld County EOC operations until the situation is resolved or it is feasible to establish the municipal EOC in support of recovery operations.

The emergency manager should review the Emergency Operations Plan to identify emergency support functions that may be activated in support of continuing response and recovery efforts. The Consequences Matrix and Emergency Support Matrix (see attached) are a quick reference to support this action. More detailed information is also available in the Town Emergency Operations Plan.