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## **IA 1 – Severe Weather (including Landslides)**

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<b>Severe Weather Incident Checklist</b>	
Action Items	Supplemental Information
<b>PRE-INCIDENT PHASE</b>	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City Emergency Operations Plan and supporting procedures/plans.	
<input type="checkbox"/> Monitor weather and flood reports.	
<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
<input type="checkbox"/> Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
<input type="checkbox"/> Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City Emergency Preparedness Coordinator in coordination with lead agencies and coordinators.	
<input type="checkbox"/> Participate in City and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City Emergency Coordination Center.	
<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the City. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
<input type="checkbox"/> Inform City Emergency Preparedness Coordinator and County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the County planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
<b>RESPONSE PHASE</b>	
<input type="checkbox"/> Implement the City Emergency Operations Plan when severe weather and/or landslides incidents pose threats to the city.	
<input type="checkbox"/> Activate the Emergency Coordination Center and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

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<b>Action Items</b>	<b>Supplemental Information</b>
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
<input type="checkbox"/> Develop work assignments for Incident Command System positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/> Notify supporting agencies as well as the Mayor and City Council.	
<ul style="list-style-type: none"> <li>▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Coordination Center staffing.</li> </ul>	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary</i>
<ul style="list-style-type: none"> <li>▪ Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes.</li> </ul>	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> <li>▪ Dedicate time during each shift to preparing for shift change briefings.</li> </ul>	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among local and County Emergency Coordination Centers and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific SOPs</i>
<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FA1 of the City EOP</i>
<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

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<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Establish a Joint Information Center and designate a lead Public Information Officer for the City.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead Public Information Officer before dissemination to the public.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Record all Emergency Coordination Center and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Coordination Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Coordination Center log.	
<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the Emergency Coordination Center Coordinator and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (recurring).	
<input type="checkbox"/> Coordinate with private sector partners as needed.	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
<b>RECOVERY/DEMOBILIZATION PHASE</b>	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	

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<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize the Emergency Coordination Center, Agency Operations Centers, and command posts.	
<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	