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IA 4 – Flood (including Dam Failure)

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IA 4. Flood (including Dam Failure)

Flood Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
<input type="checkbox"/> Coordinate the City’s preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the City Emergency Coordination Center.	
<input type="checkbox"/> Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
<input type="checkbox"/> Annually review and update the Emergency Operations Plan and Standard Operating Procedures, as needed.	<i>City EOP, Annexes, and agency-specific SOPs</i>
<input type="checkbox"/> Review flood prone areas.	
<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
<input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other City agencies and private contractors relevant to multiple agency response to floods.	
RESPONSE PHASE	
<input type="checkbox"/> The City Manager will provide overall guidance for the deployment of resources.	
<input type="checkbox"/> Activate mutual aid agreements.	
<input type="checkbox"/> Activate the City Emergency Coordination Center and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the Emergency Coordination Center for coordination of specific response activities.	<i>City Basic Plan, agency and company-specific plans</i>
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for City Emergency Coordination Center, Incident Action Plan</i>
<input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable.	<i>City Basic Plan</i>

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<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the City Emergency Coordination Center, as the situation requires.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Request the American Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
<input type="checkbox"/> Participate in a Joint Information Center. Formulate emergency public information messages and media responses using “one voice, one message” concepts.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Record all Emergency Coordination Center activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in Emergency Coordination Center logbooks.	<i>Existing ICS and Emergency Coordination Center forms, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>FA 3 of the City EOP</i>
<input type="checkbox"/> Assist with coordinating Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ▪ Storm drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public rights-of-way ▪ Dams (via established liaisons at the City Emergency Coordination Center) ▪ Other structures, as needed 	<i>FA 3 of the City EOP</i>
<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
<input type="checkbox"/> Coordinate with Yachats Rural Fire Protection District, Lincoln County Sheriff’s Office and Oregon State Police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>FA 1 of the City EOP</i>
Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
RECOVERY PHASE	
<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
<input type="checkbox"/> Deactivate/demobilize the City Emergency Coordination Center. Deactivate mutual aid resources as soon as possible.	<i>FA 1 of the City EOP, ICS Form 221 – Demobilization Plan</i>
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans	<i>FA 1 of the City EOP and agency-specific recovery plans</i>

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until normal daily operations can be completely restored.	
<input type="checkbox"/> Implement revisions to the City Emergency Operations Plan and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Offer recommendations to City government and Public Works departments for changes in planning, zoning, and building code ordinances.	
<input type="checkbox"/> Participate in After-Action Reports and critiques.	

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