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IA 6 – Volcano

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Volcano Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	
<input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> ▪ Implement a public outreach program on volcano hazards. ▪ Review public education and awareness requirements. 	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
<input type="checkbox"/> Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City Emergency Coordination Center.	
<input type="checkbox"/> Familiarize staff with requirements for requesting County, State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
<input type="checkbox"/> Inform City Emergency Preparedness Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	
<input type="checkbox"/> Activate the City Emergency Coordination Center and establish Incident Command or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the Emergency Coordination Center for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP, agency and company-specific plans</i>
<input type="checkbox"/> Implement the City Emergency Operations Plan.	
<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> ▪ Identify local, regional, and State agencies that may be able to mobilize resources and staff to the City Emergency Coordination Center for support 	
<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Support a Regional Coordination Center, if necessary.	
<input type="checkbox"/> Establish a Joint Information Center. <ul style="list-style-type: none"> ▪ Provide a Public Information Officer for the Joint Information Center. ▪ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, County, State, and/or Federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	

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<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209-Incident Status Summary</i>
<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	
<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City Emergency Coordination Center, County Emergency Operations Center, and State ECC; confirm operable phone numbers and backup communication links.	
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Incident Action Plan</i>
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
<input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that the American Red Cross activate and implement local sheltering plans.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate Emergency Support Function (ESF) liaisons to the City Emergency Coordination Center and/or County Emergency Operations Center, as the situation requires. The following emergency functions may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> ▪ ESF 1 - Transportation ▪ ESF 2 - Emergency Telecommunications and Warning ▪ ESF 13 - Public Safety and Security ▪ ESF 15 - Emergency Public Information 	<i>FA 1 of the City EOP and County EOP</i>
<input type="checkbox"/> Determine the need for additional resources and request as necessary through the City Emergency Coordination Center (<i>recurring</i>).	<i>FA 1 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.	
<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>FA 1 of the City EOP</i>
<input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	

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<input type="checkbox"/> Record all Emergency Coordination Center activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and ECC forms</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending /receiving, them should be documented as part of the ECC log.	<i>Existing ECC forms/templates</i>
<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the Emergency Coordination Center Coordinator and staff will assemble a situation report.	<i>ECC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Emergency Coordination Center Coordinator. The IAP should be discussed at periodic 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 elements of the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Coordinate with private sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the ECC Coordinator and/or Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the City Emergency Coordination Center.	<i>FA 1 of the City EOP and agency-specific recovery</i>
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (e.g. landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, and air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Correct response deficiencies reflected in the Improvement Plan.	

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