

# EARTHQUAKE CHECK LIST

## Emergency Management / Incident Commander

### Planning

- Ensure the public is well informed regarding earthquake potential.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to an earthquake.
- Coordinate with the US Geological Survey for timely information affecting local jurisdictions.
- Coordinate and plan at least one exercise (table top or practical) tri-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- Conduct hazard analysis of vital facilities and the impact of a major earthquake on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public, as applicable.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- Coordinate with electric utilities to share information concerning power outages.

## Response

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
  - Number of killed or injured
  - General boundary of the effected area
  - The general extent of damages
  - The general extent of power or other utility disruption
  - Immediate needs of response forces
  - If voluntary evacuations of the population have begun
  - Location of any triage area
  - Location of any congregate care area established or ad hoc
  
- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with US Geological Survey.
- Establish communications with and request a liaison from electric and gas utilities.
- Establish ongoing reporting from the response forces services, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas with assistance from response forces.

- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the State.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

# Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
  - Personnel that responded and the time involved in the response.
  - Time sheets or time logs.
  - Supplies used.
  - Contracts issued.
  - Purchase orders issued.
  - Any other expenditures.
  - Damages to public buildings, equipment, utilities, etc.
  - Loss of life of any public servant.
  - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
  - FEMA
  - State
  - Local elected officials
  - County/City /Town Managers
  - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.

- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.