

WINTER STORM CHECK LIST

Emergency Management / Incident Commander

Planning

- Ensure the public is well informed regarding winter storm watches and warnings.
- Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- 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 winter storms.
- 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 winter storm 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 Department of Transportation officials for information regarding roads and bridges likely to ice or be closed.
- Coordinate transportation for persons that may be stranded or otherwise isolated.
- 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.
- If areas are isolated, on order, evacuate effected areas with assistance from response or predetermined transportation forces.
- Establish communications with responding agencies.
- Establish traffic control, motorist assistance and security with law enforcement if necessary.
- Through communications with agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area (county wide?)
 - 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 congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with the National Weather Service.
- Establish communications with and request a liaison from state transportation and electric utilities as necessary.
- Establish ongoing reporting from the response forces, 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.
- 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.