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TRANSPORTATION

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Review & revise Emergency Action Plans regularly.</p> <p>Update equipment and resource listings on a regular basis. Distribute these lists appropriately.</p> <p>Revise mutual aid agreements as needed.</p> <p>Attend scheduled tabletop exercises and all other training events regularly.</p> <p>Review and analyze current disasters in other cities and states for their impact on local government and the respective responses of municipalities.</p>	<p>Notify personnel, mutual-aid partners, vendors.</p> <p>Establish & maintain contact the Incident Commander & EOC for instructions.</p> <p>Determine operational capacity status of streets, roads & bridges.</p> <p>Maintain ongoing information exchange with ESF 5.</p> <p>Contact airport dispatch, CSX dispatch, INDOT traffic management center for more information</p> <p>Begin clear documentation stream of all related costs, actions, decisions and communications.</p> <p>Verify access to MECA System-1 radio channels.</p> <p>Establish refuel & maintenance schedules.</p> <p>Receive & complete mission assignments appropriately.</p> <p>Contact logistics for needs related to nonstop operations.</p> <p>Schedule personnel in shifts.</p>

	<p>Provide meals & necessary rest periods.</p> <p>Consider staging & re-entry issues.</p>
Recovery	Mitigation (Lessons Learned)
<p>Return equipment & personnel to regular schedules.</p> <p>Encourage interested personnel to attend CISD sessions.</p> <p>Assemble & index all incident documentation.</p> <p>Survey all vehicles for damages related to incident.</p> <p>Solicit performance feedback from response constituents.</p> <p>Attend scheduled kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESF's appropriately.</p> <p>Review & update internal and ESF plans as necessary.</p> <p>Promote mitigation measures to reduce or eliminate potential disasters in the future.</p>

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COMMUNICATIONS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Assemble Emergency Action Plans. Update equipment & resource listings. Review mutual aid agreements. Attend scheduled tabletop exercises and training events regularly. Maintain radio hardware & software systems. Maintain ComVan & related resources.	Notify personnel and vendors. Contact Incident Commander, Countywide EOC. Document all related costs, actions, decisions & related communications. Establish refuel & maintenance schedules. Receive, track & complete mission assignments. Consider logistical needs for 24x7 operations. Schedule personnel in shifts. Provide meals & necessary rest periods. Maintain ongoing contact with ESF 5

Recovery	Mitigation (Lessons Learned)
<p>Return radio equipment & resources to regular service.</p> <p>Finish required incident reports.</p> <p>Assemble & index all incident documentation.</p> <p>Provide copies of radio traffic recordings</p> <p>Survey equipment & vehicles for damages related to incident.</p> <p>Solicit feedback from other responders.</p> <p>Attend kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	<p>Attend post incident analysis meetings.</p> <p>Solicit corrections to ESF 2 emergency plans.</p> <p>Revise ESF 2 response plans as necessary.</p>

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PUBLIC WORKS OVERVIEW

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Preparedness	Response
Assemble Emergency Action Plans.	Designated personnel report to the EOC.
Train response team in duties.	Notify Public Information Officer (PIO) of ESF-3 activities.
Identify ESF-3-wide emergency action plan personnel schedules and reporting stations.	Implement personnel schedule.
Secure GIS maps and other infrastructure records and information for Marion County.	Respond to EOC directives.
Secure memo of mutual agreement between City, other governmental organizations and private support agencies.	Notify public and private support agencies to be on a standby basis for possible deployment.
Identify all City and Marion County support equipment.	Mobilize required ESF-3 activities:
Identify and inventory all public buildings.	Prep of Public Building ESF-3, Add 1
Identify potential staging and disposal sites for debris.	Damage Assessment, Technical Evaluation/Advice, and Construction Management/Inspection ESF-3,
Establish active liaison with all critical public service organizations.	Add 2
Identify financial direction, support and financial reporting systems in preparation for emergencies.	Debris Clearance & Disposal, ESF-3, Add 3
Establish Operations Center location and communications systems for DPW.	Temp Access Routes, ESF-3, Add 4
Designate personnel to report to the EOC.	Restore Public Services, ESF-3, Add 5
	Demo and Stabilize Buildings, ESF-3, Add 6

	<p>Environmental Mitigation, ESF-3, Add 7</p> <p>Control/Utilization of Equip/Manpower, ESF-3, Add 8</p> <p>Log in the ESF-3 activities and support agencies being deployed and the time of their deployment.</p> <p>Mitigate the hazards.</p> <p>Collect and begin recording all incident and infrastructure information.</p>
<p>Recovery</p>	<p>Mitigation (Lessons Learned)</p>
<p>Deploy necessary City, Marion County and support agency resources.</p> <p>Maintain contact with EOC and provide regular reports and communication on all ESF-3 activities.</p> <p>Assess and report on critical damage to and timetable for restoration of public buildings, services and other critical assets.</p> <p>Collect infrastructure update information.</p> <p>Collect and report on all hazard information.</p> <p>Inventory all ESF-3 assets and determine replacement needs.</p> <p>Log out support agencies deployed and the end time of their deployment.</p> <p>Continue collection of incident information until EOC is deactivated.</p>	<p>Debrief all ESF-3 activities and key participants.</p> <p>Collect all agency use records.</p> <p>Document level of effort, costs and payments complying with City, State and Federal requirements.</p> <p>Obtain feedback from each ESF-3 activity, re-evaluate and modify emergency action plans.</p> <p>Conduct financial analysis and complete reporting requirements.</p>

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ADDENDUM 1

PRE-EMERGENCY PREPARATION OF PUBLIC BUILDINGS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Train team members in pre-emergency preparation of buildings.	Report to Operations Center.
Secure existing emergency action plans for public buildings.	Notify Public Information Officer (PIO)
Secure floor plans for buildings to be prepared and site plans for parking lots to be used.	Notify public support agencies and owners of buildings of potential need for public buildings.
Secure memo of mutual agreements between City owners of public buildings and of other private support agencies.	Coordinate opening and use of public buildings as identified by EOC.
Develop and disseminate protective design standards.	Await for further instructions from EOC or any of the ESF-3 teams.
Develop control criteria for illumination, access, security and other related items.	Log in buildings being used and time of beginning of use.
Identify emergency readiness of:	Assist in procuring special equipment and supplies as identified by EOC.
Water supply	
Lighting	
Generators	
Sump pumps, etc.	

<p>Identify funding</p> <p>Establish Operations Center for the Pre-Emergency Preparation of Public Buildings Team.</p>	
<p>Recovery</p>	<p>Mitigation (Lessons Learned)</p>
<p>Continue to support the emergency effort through coordination of use of public buildings.</p> <p>Utilize public support agencies.</p> <p>Maintain contact with the EOC and PIO.</p> <p>Support the discontinuation of use of public buildings when approved by EOC and log out end use time for buildings.</p> <p>Log out support agencies deployed and the end time of their deployment</p>	<p>Debrief team members, public agencies and building owners.</p> <p>Re-evaluate and modify existing preparedness plans.</p> <p>Forward all agency use records to the Operations Center for processing.</p>

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ADDENDUM 2

DAMAGE ASSESSMENT, TECHNICAL EVALUATION/ADVICE AND CONSTRUCTION MANAGEMENT/INSPECTION

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Provide accessible baseline assessment inventory.</p> <p>Develop criteria for determining priority of damage assessment.</p> <p>Create damage-rating scale for assessment and train DPW staff and consultants.</p> <p>Develop list of construction management/design-build firms for rehabilitation/reconstruction/replacement of essential facilities.</p> <p>Develop list of inspection companies for damage assessment of essential Public/City owned facilities.</p> <p>Develop list of general contractors to complete the rehabilitation/reconstruction/replacement of essential facilities.</p> <p>Develop DPW/DMD inspection teams to oversee the rehabilitation/reconstruction/replacement of essential Public and City owned facilities (through emergency permits).</p>	<p>Report to Emergency Operations Center (EOC) or provide liaison through the EOC with State, Federal and volunteer construction and repair resources.</p> <p>Provide liaison to private utilities, and coordinate available resources to assist private utility restoration.</p> <p>Coordinate and evaluate the need to inspect, sign, and post unsafe essential Public and City owned facilities and structures.</p> <p>Assess essential Public/City owned utilities/structures for damage and immediate repairs.</p> <p>Notify Public Information Officer (PIO)</p> <p>Coordinate and oversee the inspection and construction management rehabilitation/reconstruction/replacement of essential Public and City owned facilities to include potable water and waste water systems.</p> <p>Implement personnel schedule.</p> <p>Notify public and private support agencies to be on a standby basis for possible deployment (login support agencies being deployed and</p>

<p>Develop list of material suppliers for contractors to utilize for rehabilitation/reconstruction/replacement of essential facilities.</p> <p>Train DPW staff on: evaluation techniques entry techniques and procedures system knowledge crisis management</p> <p>Identify existing expertise in department.</p> <p>Assemble Emergency Action Plans.</p> <p>Train response team in duties.</p> <p>Identify emergency action plan personnel schedules and reporting stations.</p> <p>Secure maps/footprints of key facilities, transmission and collection lines.</p> <p>Secure memo of mutual agreement between City and private/public support agencies.</p> <p>Develop a communication plan.</p> <p>Identify engineering expertise, equipment and stockpiled materials.</p> <p>Identify funding.</p> <p>Establish team structures in support of the Rapid Impact Assessment Team(s).</p> <p>Establish Operations Center for Technical Evaluation and Advice Team, Damage Assessment Team and Construction Management and Inspection Team.</p>	<p>time of deployment).</p> <p>Await further instructions from EOC or any of the ESF-3 teams.</p> <p>Match the resource with the requested need.</p> <p>Log in the support agencies being deployed and the time of their deployment.</p> <p>Locate infrastructure records being requested and arrange for the delivery of them to the appropriate location.</p> <p>Coordinate with and support Rapid Impact Assessment Team(s).</p> <p>Coordinate with Critical Services Group.</p> <p>Verify facility is safe for assessment.</p> <p>Identify consultants/advisory teams needed.</p> <p>Building systems: DMD Building Inspections DPW Operations - Buildings & Facilities DPW Township Coordinators IFD Utilities Private engineering and construction firms.</p> <p>AWT systems: DPW Engineering DPW Operations - Wastewater Services Private engineering and construction firms</p> <p>Storm/Sanitary sewer systems: DPW Engineering DPW Operations - Wastewater Services DMD Infrastructure Permits Private engineering and construction firms</p>
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	<p>Transportation systems:</p> <p>DPW Engineering</p> <p>DPW Operations - Maintenance Services,</p> <p>DPW Township Coordinators,</p> <p>DMD Infrastructure Permits,</p> <p>Private engineering and construction firms.</p>
<p>Recovery</p>	<p>Mitigation (Lessons Learned)</p>
<p>Assist other ESF-3 teams with technical evaluation and advice.</p> <p>Assess damage using rating system on approved form. (An area on form should be dedicated to describing facility being assessed.)</p> <p>Inspect the construction of temporary essential PUBlic and City owned facilities and services.</p> <p>Assist Utility Companies with personnel, equipment and supplies on call.</p> <p>Assist Damage Assessment Team.</p> <p>Assist Emergency Restoration Team.</p> <p>Assist Emergency Demolition Team.</p> <p>Utilize Public and Private support agencies.</p> <p>Maintain contact with the EOC and PIO. Report damage to EOC.</p> <p>Log out support agencies deployed and the end time of their deployment.</p>	<p>Complete the final inspection of all rehabilitated/reconstructed/replaced Public and City owned facilities (through emergency permits).</p> <p>Debrief public and private agency participants.</p> <p>Re-evaluate and modify existing preparedness plans, including the developed lists of construction management/design-build firms, inspection companies, general contractors and material suppliers as to their performance, availability and cooperation.</p> <p>Final inventory of damage and repairs, and analyze incident information to mitigate damage.</p> <p>Forward all agency use records to the Operations Center for processing.</p> <p>Document resources used and costs.</p> <p>Pay contractor costs incurred in effort.</p> <p>Analyze the DPW/DMD inspection teams as to performance.</p>

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ADDENDUM 3

DEBRIS CLEARANCE AND DISPOSAL

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Assemble Emergency Action Plans.	Report to Operations Center.
Train response team leaders.	Notify Public Information Officer (PIO)
Identify emergency action plan personnel schedules and reporting stations.	Implement personnel schedule.
Prepare maps of streets, parking lots and vacant areas..	Notify public and private support agencies to be on a standby basis for possible deployment.
Secure memo of mutual agreement between City and private support agencies.	Mobilize for debris clearance in compliance with emergency response plan as directed by EOC for:
Identify City and support equipment.	Search and rescue operations
Identify staging and disposal sites.	Routes for emergency vehicles
Contract for support equipment.	Support to utility companies
Identify funding.	Mobilize for debris staging and removal in compliance with emergency response plan as directed by EOC.
Identify reporting procedures.	Log in the support agency being deployed and the time of their deployment.
Establish Operations Center for the Debris Clearance and Disposal Team.	Mitigate the hazards.

	Collect incident information.
Recovery	Mitigation (Lessons Learned)
<p>Deploy resources (City and support agencies).</p> <p>Support search and rescue.</p> <p>Clear emergency access routes.</p> <p>Support re-establishment of utilities.</p> <p>Maintain contact with the EOC and PIO.</p> <p>Utilize the staging areas as needed.</p> <p>Remove and dispose of debris.</p> <p>Log out the support agency deployed and the end time of their deployment</p> <p>Continue collection of incident information.</p>	<p>Debrief participants.</p> <p>Document level of effort and costs.</p> <p>Re-evaluate and modify existing response plans.</p> <p>Pay contract costs incurred in effort.</p> <p>Service equipment.</p> <p>Restore staging areas.</p>

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ADDENDUM 4

TEMPORARY CONSTRUCTION OF EMERGENCY ACCESS ROUTES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Assemble Emergency Action Plans.	Report to Operations Center.
Train response team in duties.	Notify Public Information Officer (PIO).
Identify emergency action plan personnel schedules and reporting stations.	Implement personnel schedule.
Secure maps/footprints of key access routes.	Notify public and private support agencies to be on a standby basis for possible deployment.
Secure memo of mutual agreement between City and private support agencies.	Log in the support agencies being deployed and the time of their deployment.
Identify equipment/stockpile materials.	Mobilize in compliance with appropriate contingency plans found in:
Identify funding.	Identify routes
Establish Operations Center for the Temporary Construction of Emergency Access Routes Team.	Prioritize routes
	Assign resources
	Stage resources
	Assess hazards.
	Mitigation of hazards.

	Collect incident information.
Recovery	Mitigation (Lessons Learned)
<p>Re-establish temporary critical public access roads.</p> <p>Utilize private support agents.</p> <p>Utilize identified equipment stockpiled materials.</p> <p>Log out support agencies deployed and the end time of their deployment.</p> <p>Maintain contact with PIO.</p> <p>Maintain contact with EOC.</p> <p>Activate staging areas.</p> <p>Continue collection of critical new information.</p>	<p>Debrief participants.</p> <p>Document resources used and costs.</p> <p>Reevaluate and modify existing preparedness plans.</p> <p>Analyze incident information to mitigate damage.</p>

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ADDENDUM 5

EMERGENCY RESTORATION OF CRITICAL SERVICES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Assemble Emergency Action Plans.	Report to Operations Center.
Train response team in duties.	Notify Public Information Officer (PIO).
Identify emergency action plan personnel schedules and reporting stations.	Implement personnel schedule.
Secure maps/footprints of key facilities, transmission and collection lines.	Notify public and private support agencies to be on a standby basis for possible deployment.
Secure memo of mutual agreement between City and private support agencies.	Mobilize in compliance with appropriate contingency plans found in:
Identify equipment/stockpile materials.	AWT, WREP 2001
Identify funding.	Collection System, WREP 2001
Establish Operations Center for the Emergency Restoration of Critical Public Service Team.	Flood Preparedness, SEG Engineering & Consultants
	Eagle Creek Dam, DCAM/DPW 1999
	Y2K
	Log in the support agencies being deployed and the time of their deployment.

	<p>Assess hazard.</p> <p>Mitigation of hazard.</p> <p>Collect incident information.</p> <p>Provide updated status of restoration of services.</p>
Recovery	Mitigation (Lessons Learned)
<p>Re-establish critical public services.</p> <p>Utilize private support agents.</p> <p>Utilize identified equipment stockpiled materials.</p> <p>Log out support agencies deployed and the end time of their deployment.</p> <p>Maintain contact with PIO.</p> <p>Maintain contact with EOC.</p> <p>Activate staging areas.</p> <p>Continue collection of incident information.</p>	<p>Debrief participants.</p> <p>Final inventory of damage.</p> <p>Document resources used and costs.</p> <p>Reevaluate and modify existing preparedness plans.</p> <p>Analyze incident information to mitigate damage.</p>

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 ADDENDUM 6
 EMERGENCY DEMOLITION AND STABILIZATION OF BUILDINGS
 Comprehensive Emergency Management Plan Checklist**

Preparedness	Response
Assemble Emergency Action Plans. Train personnel in duties. Identify emergency action plan personnel schedules and reporting stations. Memo or mutual agreement between City and private sectors. Identify available equipment for demolition and stabilization. Identify sites for disposal of materials. Identify funding. Establish Operations Center for the Emergency Demolition and Stabilization of Buildings Team.	Report to Operations Center. Implement personnel schedule. Notify public and private support agencies to be on a standby basis for possible deployment. Mobilize resources in compliance with appropriate contingency plans with priority provided by EOC. Log in support agencies being deployed and the time of their deployment. Collect damaged structure information. Assess hazard. Mitigate hazard.
Recovery	Mitigation (Lessons Learned)
Perform demolition and/or stabilization. Utilize public or private sectors.	Debrief participants. Perform final site inspection.

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Utilize identified available equipment and materials.	Reevaluate and modify existing preparedness plans.
Maintain contact with PIO.	Document resources used and costs.
Maintain contact with EOC.	Pay contract costs incurred.
Log out support agencies deployed and the time of their deployment.	

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ADDENDUM 7

ENVIRONMENTAL MITIGATION

Comprehensive Emergency Management Plan Checklist

PREPAREDNESS	RESPONSE
Assemble Emergency Action Plans	Report to Operations Center
Train personnel in duties	Notify Public Information Office (PIO)
Prepare ready response list of personnel and contact information	Mobilize proper emergency action plan addenda
Memo of mutual agreements with support agencies	Office of Administrative Services
Identify/stockpile needed equipment/materials	Office of Maintenance Services
Understand required roles	Office of Solid Waste
Identify funding/processes for funding	Marion County Health & Hospital
Establish Operation Centers for the Environmental Mitigation Team	Indianapolis Fire Department
	Indianapolis Police Department
	Indiana Department of Environmental Management
	Marion County Hazardous Materials Task Force

	United States Environmental Protection Agency Hazard Identification
RECOVERY	MITIGATION
<p>Assessment</p> <p>Site containment</p> <p>Implementation of clean-up</p> <p>Assemble sampling/recovery equipment</p> <p>Identify disposal techniques</p> <p>Assemble clean-up crews</p> <p>Dispose of hazards</p> <p>Maintain contact with PIO</p> <p>Maintain contact with EOC</p> <p>Collect hazard information</p> <p>Collect incident response information</p> <p>Secure site</p> <p>Debrief participants</p> <p>Inventory damage</p> <p>Inventory materials</p> <p>Reevaluate and modify emergency action plan</p> <p>Implement measures to prevent recurrence if appropriate</p> <p>Analyze hazard/incident information</p> <p>Conduct financial analysis and report resources and cost</p>	

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ADDENDUM 8

CONTROL AND UTILIZATION OF DPW EQUIPMENT AND MANPOWER

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Assemble Emergency Action Plans.	Report to Emergency Operations Center.
Train response team in duties.	Notify Public Information Officer (PIO).
Identify emergency action plan personnel schedules and reporting stations.	Implement personnel schedule.
Secure memo or mutual agreement between City and private support agencies.	Notify public and private support agencies to be on a standby basis for possible deployment.
Identify equipment/stockpile materials.	Log in support agencies being deployed and the time of their deployment.
Identify funding.	Mobilize resources in compliance with appropriate contingency plans with priority provided by EOC to:
Establish Operations Center for the Control and Utilization of DPW Equipment and Manpower.	Identify equipment and manpower
	Priortize equipment and manpower
	Assign resources.
	Stage resources.
	Deploy equipment and manpower as directed by the EOC.
	Collect incident information.

Recovery	Mitigation (Lessons Learned)
<p>Utilize private support agencies as needed.</p> <p>Utilize identified equipment and manpower.</p> <p>Maintain contact with PIO.</p> <p>Maintain contact with EOC.</p> <p>Log out support agencies deployed and the time of their deployment.</p> <p>Activate staging areas.</p> <p>Continue collection of critical new information.</p>	<p>Debrief participants.</p> <p>Reevaluate and modify existing preparedness plans.</p> <p>Document resources used and costs including equipment damaged or destroyed.</p> <p>Analyze incident information to mitigate damage.</p>

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FIRE FIGHTING

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Assemble Emergency Action Plans.</p> <p>Update equipment & resource listings.</p> <p>Review mutual aid agreements.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p> <p>Continue ongoing public education efforts.</p>	<p>Perform core mission emergency response functions.</p> <p>Fire fighting & rescue services.</p> <p>Heavy rescue capability.</p> <p>Swift water rescue, dive team capabilities.</p> <p>Emergency Medical Services.</p> <p>Hazardous Materials incident response capability.</p> <p>Urban Search & Rescue capability.</p> <p>Confined Space rescue capability.</p> <p>High Angle rescue capability.</p>

Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Complete required records and reports.</p> <p>Assemble & index all incident documentation.</p> <p>Survey all vehicles for damages related to incident.</p> <p>Attend kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESFs.</p> <p>Review & update internal and ESF plans as necessary.</p>

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INFORMATION AND PLANNING

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Maintain & promote web site for public information.</p> <p>Conduct ongoing public education efforts about disaster preparedness to local schools, businesses, service groups, etc.</p> <p>Update resource listings and mutual aid agreements regularly.</p> <p>Host or attend scheduled tabletop exercises, local disaster planning meetings and training events. Validate or correct existing plans accordingly.</p> <p>Conduct and/or attend in available full-scale disaster exercises.</p> <p>Support regularly scheduled Special Events.</p> <p>Respond to potentially complex emergencies (Anthrax hoaxes) to provide support.</p> <p>Seek grant funding for hazard specific training & equipment.</p> <p>Maintain ongoing communications with all ESFs.</p> <p>Maintain the immediate response capability of the Countywide Emergency Operations Center.</p>	<p>Open EOC.</p> <p>Verify alert, notification & warning efforts.</p> <p>Contact Incident Commander regularly for updates.</p> <p>Begin complete documentation stream. Phone, fax & radio logbooks, Personnel schedules, etc. Related costs-overtime, materials, supplies, etc.</p> <p>Facilitate ESF arrivals, check in & startup operations.</p> <p>Determine the status of routes & thoroughfares.</p> <p>Maintain information exchange with all ESFs.</p> <p>Confer with GIS for mapping needs of gathered information.</p>

Recovery	Mitigation (Lessons Learned)
<p>Continue to oversee and maintain documentation stream.</p> <p>Encourage ESF-14, 16 to implement an aggressive Donations Management program.</p> <p>Contact FEMA Region V Public Assistance Division to arrange PA kick-off meeting.</p> <p>Alert United Way, and all other government and Human Service agencies of potential for reimbursement of specific costs.</p> <p>Notify all ESFs of the Public Assistance application kick-off meeting date.</p> <p>Coordinate PA applications process and monitor progress.</p> <p>Track and post recaptured costs as a means of maintaining audit trail against future audits.</p> <p>Conduct regular briefings to Senior Officials concerning the progress of the Recovery Effort.</p> <p>Maintain ongoing contact with FEMA and IDHS Disaster Assistance officials.</p>	<p>Collect and analyze all incident-related data, reports, and journals.</p> <p>Schedule and facilitate an overall incident after-action review.</p> <p>Collect internal incident after-action reviews from all participating ESFs.</p> <p>Analyze raw and processed data for lessons learned and recommend changes to the CEMP as necessary.</p> <p>Encourage public information programs to address potential vulnerabilities noted as a result of the incident.</p>

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MASS CARE

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Maintain Emergency Action Plans. Update equipment, resource and shelter lists regularly. Review mutual aid agreements regularly. Attend scheduled tabletop exercises and other training events. Recruit & train volunteers. Conduct ongoing public education efforts for disaster preparedness measures.	Verify proper notifications to key staff members. Contact Incident Commander & EOC. Document all related actions & communications. Verify communication procedures (Cell phones, MECA radios, pagers, etc.) Send a senior ESF 6 staff member to the Countywide EOC.
Recovery	Mitigation (Lessons Learned)
Return equipment to regular service schedules. Finish required incident reports. Assemble & index all incident documentation.	Attend scheduled post-incident analysis meetings. Compare documentation with other ESFs. Review & update internal and ESF plans as

<p>Survey equipment & vehicles for recent damages.</p> <p>Solicit feedback from other responders.</p> <p>Attend scheduled kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	<p>necessary</p>
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ESF 7 Resource Support Group

EMERGENCY SUPPORT FUNCTION

(ESF) 7

RESOURCE SUPPORT

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Review internal Emergency Action Plans regularly.</p> <p>Review mutual aid agreements as necessary.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p>	<p>Notify personnel and vendors.</p> <p>Contact the Incident Commander & Countywide EOC.</p> <p>Send ESF 7 official & staff to EOC on request.</p> <p>Begin documenting all incident-related costs, actions, decisions & related communications.</p> <p>Log incoming resource requests appropriately.</p>
Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Finish required reports</p> <p>Assemble & index all incident documentation.</p> <p>Solicit feedback from other responders.</p> <p>Attend Public Assistance kickoff meeting.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p>	<p>Attend post incident analysis sessions.</p>

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Complete required PA applications, maintain detailed records for audit purposes.	
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ESF 8 Health and Hospital

EMERGENCY SUPPORT FUNCTION

(ESF) 8

HEALTH AND MEDICAL SERVICES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Review Emergency Action Plans regularly	Notify appropriate personnel and senior staff members
Review mutual aid agreements frequently	Contact Incident Commander & the Countywide EOC
Attend scheduled tabletop exercises and training events regularly	Document all incident related costs, actions, decisions & related communications
Continue on going public health education programs	ID possible public health hazards in the disaster areas. (Blood-borne pathogens, HIV, AIDS, HEPATITIS, TB, etc.)
Establish access to MECA radio system	Ensure proper disposal of medical wastes & sharps
Determine potential documentation strategies & methods for disaster responses	Receive & complete mission assignments appropriately
Conduct hazard vulnerability analysis that is organization as well as community specific	Consider logistical needs for potential 24x7 operations
Train health personnel on emergency response expectations and incident command	Schedule personnel in shifts
Conduct regular inventory of critical response equipment and supplies and create a web-based inventory management system to document the technical specifications of resources as well as monitor their location and status	Provide meals & necessary rest periods
Maintain a volunteer registry for Indiana-licensed medical professionals and non-medical professionals to assist in disaster response	Activate Incident Command System within
Implement a regional credentialing and identification system for first responders (in conjunction with Hamilton County)	

	<p>organization</p> <p>Ensure a Liaison Officer is assigned to the Marion County EOC</p> <p>Ensure proper use of Personal Protective Equipment (PPE) by responders</p> <p>If a hospital, activate the District 5 Emergency Operations Plan</p>
<p>Recovery</p>	<p>Mitigation (Lessons Learned)</p>
<p>Return equipment to regular service schedules</p> <p>Finish required incident reports</p> <p>Assemble & index all incident documentation</p> <p>Solicit feedback from responders</p> <p>Send appropriate representation to kickoff meeting for Public Assistance</p> <p>Meet with state & federal emergency management officials for the applicants briefing</p> <p>Complete required PA applications, maintain detailed records for audit purposes</p>	<p>Attend any scheduled post-incident analysis sessions</p> <p>Identify errors and shortcomings in response, revise internal plans accordingly</p> <p>Continue ongoing support of outlined preparedness actions.</p>

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ESF 9 Urban Search and Rescue

EMERGENCY SUPPORT FUNCTION

(ESF) 9

URBAN SEARCH AND RESCUE (US&R)

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
Assemble training needs.	Determine need for US&R response.
Obtain necessary certifications for team members.	Conduct Task Force call-up.
Train team members in duties and procedures relative to rescue/response disciplines.	Task Force members to Cache Site for assignment.
Secure necessary grant money and internal funding.	Task Force liaisons to incident site and EOC.
Secure emergency equipment (meters, tools, vehicles, medical supplies, etc.)	Medical and check-in procedures.
Train responders in incident command procedures.	Search & Recon teams to site.
Train in radio procedures.	Cache loaded, TF members assigned transportation.
	Transport TF to site; assemble Base Of Operations.
	Evaluate need for additional US&R support
	Develop initial Incident Action Plan.
	Begin shift rotations.
	Continue Action Planning and coordinate with EOC and Federal Incident Support Teams as necessary.
	Coordinate Demobilization Plan as necessary.

Recovery	Mitigation (Lessons Learned)
<p>Execute Demobilization Plan as developed.</p> <p>Return Task Force equipment and personnel to Cache site.</p> <p>Conduct equipment inventory and personnel accountability screening.</p> <p>Develop list of expended and broken and equipment for submission to EOC and Resources Support.</p> <p>TF members report for medical screening.</p> <p>Begin to develop the After Action Report.</p> <p>Conduct Critical Incident Stress Counseling as required.</p> <p>Restore the cache equipment to its pre-deployment condition.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESFs.</p> <p>Review & update internal and ESF plans as necessary.</p> <p>Review After Action Report for needed changes in operating procedures, training, and equipment.</p> <p>Develop training procedures to meet identified TF requirements.</p>

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ESF 10 HazMat

EMERGENCY SUPPORT FUNCTION

(ESF) 10

HAZARDOUS MATERIALS

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Conduct site safety visits when possible.</p> <p>Update equipment & resource listings.</p> <p>Review mutual aid agreements.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p> <p>Continue ongoing public education efforts regarding hazardous materials and proper sheltering in place practices.</p>	<p>Perform core mission emergency response functions.</p> <p>Fire fighting & rescue services.</p> <p>Hazardous Materials incident response capability.</p> <p>Start Incident Command, name PIO.</p> <p>Consider sheltering in place vs. evacuation.</p> <p>Set up decontamination operations before entry.</p> <p>Gather available information at the scene.</p> <p>Verify identity of the uncontrolled substance.</p> <p>Estimate incident course and potential harm.</p> <p>Determine strategic goals</p> <p>(Stop the release, contain the substance, protect public health and the environment.)</p> <p>Assess tactical options.</p> <p>Plan and implement actions.</p> <p>Evaluate actions for effectiveness.</p>

	Review strategic options for effectiveness.
Recovery	Mitigation (Lessons Learned)
<p>Return deconned equipment to regular service.</p> <p>Complete required incident records and reports.</p> <p>Assemble & index all incident documentation.</p> <p>Survey all vehicles for new damages.</p> <p>Attend kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESFs.</p> <p>Review & update internal and ESF plans as necessary.</p>

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ESF 11 Food

EMERGENCY SUPPORT FUNCTION

(ESF) 11

FOOD

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Review Emergency Action Plans.</p> <p>Update equipment & resource listings.</p> <p>Review mutual aid agreements frequently.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p>	<p>Notify personnel and vendors.</p> <p>Contact the Incident Commander & the Countywide EOC.</p> <p>Document all incident related costs, actions, decisions & related communications.</p> <p>Access MECA radio system.</p> <p>Establish ongoing inspections of food service operations.</p> <p>Receive & complete mission assignments appropriately.</p> <p>Consider logistical needs for potential nonstop operations.</p> <p>Schedule personnel in shifts.</p> <p>Provide meals & necessary rest periods.</p>
Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Finish required reports.</p> <p>Assemble & index all incident documentation.</p>	<p>Attend post incident analysis meetings.</p> <p>Solicit corrections to ESF 11 emergency plans.</p> <p>Revise ESF 11 response plans as necessary.</p>

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<p>Solicit feedback from response constituents.</p> <p>Attend scheduled kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	
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ESF 12 Energy

EMERGENCY SUPPORT FUNCTION

(ESF) 12 ENERGY

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Review internal Emergency Action Plans.</p> <p>Update equipment & resource listings regularly.</p> <p>Review mutual aid agreements.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p>	<p>Notify personnel and senior management staff.</p> <p>Contact Incident Commander & the Countywide EOC.</p> <p>Document all incident related costs, actions, decisions & related communications.</p> <p>Verify access to MECA System-1 radio channels.</p> <p>Conduct appropriate restoration services.</p> <p>Establish refuel & maintenance schedules.</p> <p>Receive & complete mission assignments.</p> <p>Consider logistical needs for 24x7 operations.</p> <p>Schedule personnel in shifts.</p> <p>Provide meals & necessary rest periods.</p>
Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Finish required incident reports.</p> <p>Assemble & index all incident documentation.</p>	<p>Attend post incident analysis meetings.</p> <p>Solicit corrections to ESF 12 emergency plans.</p> <p>Revise ESF 12 response plans as necessary.</p>

<p>Survey equipment & vehicles for damages related to incident.</p> <p>Solicit feedback from other responders.</p> <p>Attend scheduled kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	
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ESF 13 Law Enforcement

EMERGENCY SUPPORT FUNCTION

(ESF) 13

LAW ENFORCEMENT

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Practice internal emergency plans often.</p> <p>Update equipment & personnel listings regularly.</p> <p>Review mutual aid agreements annually.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p> <p>Use Special Events as a training ground for new personnel to learn incident management.</p>	<p>Notify all appropriate personnel and form Unified Incident Command.</p> <p>Contact Incident Commander and determine incident priorities.</p> <p>Contact Countywide EOC.</p> <p>Provide necessary scene & EOC perimeter security.</p> <p>Document all related costs, actions, and decisions.</p> <p>Verify access to MECA system 1 radio channels.</p> <p>Inspect vehicles for safety requirements.</p> <p>Establish refuel & maintenance schedules.</p> <p>Receive & complete mission assignments appropriately.</p> <p>Consider logistical needs for potential nonstop operations.</p> <p>Schedule personnel in shifts.</p> <p>Provide meals & necessary rest periods.</p> <p>Provide for the safety and well being of officers'</p>

	families if needed.
Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Finish required reports.</p> <p>Assemble & index all incident documentation.</p> <p>Survey equipment & vehicles for new damages.</p> <p>Solicit feedback from other responders.</p> <p>Attend kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESFs.</p> <p>Review & update internal and ESF plans as necessary.</p>

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ESF 14 Business and Industry

EMERGENCY SUPPORT FUNCTION

(ESF) 14

BUSINESS AND INDUSTRY

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Revise respective Emergency Action Plans.</p> <p>Promote reality based disaster planning on an ongoing basis. (Use existing educational resources.)</p> <p>Create & maintain a secure web site listing of available resources for potential disasters.</p> <p>Develop the immediate capacity to open and staff a 24 hour hot line for disaster donations and temporary loans of special equipment from area businesses.</p> <p>Attend public sector tabletop exercises and training events regularly.</p> <p>Conduct ESF 14 outreach & education efforts to a variety of local organizations: Unions, associations, social clubs, not for profits, retirees, etc.</p> <p>Develop teams of volunteers interested in assisting Businesses damaged or destroyed by disasters. Provide basic safety training to these volunteers. Consider potential liability issues.</p>	<p>Contact the Incident Commander & the Countywide EOC as appropriate.</p> <p>Dispatch a senior ESF 14 representative & staff assistant to the EOC upon request.</p> <p>Announce and promote the hotline for donations as directed by the Incident Commander.</p> <p>Begin a documentation stream of all incident related donations, loans, & related communications.</p> <p>Track the operational condition, use and status of loaned equipment (including necessary maintenance schedules)</p> <p>Require full accountability of all such resources upon dispatch and return</p> <p>Expedite any incoming requests wherever possible.</p>

Recovery	Mitigation (Lessons Learned)
<p>Assemble & index all incident documentation.</p> <p>Request feedback from Incident Commander.</p> <p>Dispatch available volunteers with proper training to disaster area to assist business owners.</p> <p>Assist state & federal government agencies with economic recovery planning efforts.</p>	<p>Attend any scheduled post-incident analysis sessions.</p> <p>Identify errors and shortcomings in response, revise internal plans accordingly.</p> <p>Continue ongoing support of outlined preparedness actions.</p> <p>Encourage small businesses to update their disaster plans and insurance coverage regularly.</p>

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ESF 15 Public Information

EMERGENCY SUPPORT FUNCTION

(ESF) 15

PUBLIC INFORMATION

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Assemble Emergency Action Plans.</p> <p>Update personnel information & resource listings.</p> <p>Review mutual aid agreements.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p>	<p>Notify appropriate personnel.</p> <p>Contact Incident Commander & Countywide EOC.</p> <p>Document all related costs, actions, & decisions.</p> <p>Assist IC & ESF 5 with briefing preparation & deliveries as requested.</p> <p>Receive & complete other mission assignments appropriately.</p> <p>Consider logistical needs for potential nonstop operations.</p> <p>Schedule personnel in shifts. Provide meals & necessary rest periods.</p>
Recovery	Mitigation (Lessons Learned)
<p>Return personnel to regular schedules.</p> <p>Finish required incident reports.</p> <p>Assemble & index all incident documentation.</p> <p>Attend kickoff meeting for Public Assistance.</p>	<p>Attend post incident analysis meetings.</p> <p>Solicit corrections to ESF 15 emergency plans.</p> <p>Revise ESF 15 response plans as necessary.</p>

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<p>Meet with state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p>	
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ESF 16 Volunteers and Donations

EMERGENCY SUPPORT FUNCTION

(ESF) 16

VOLUNTEER AND DONATIONS MANAGEMENT

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Assemble Emergency Action Plans.</p> <p>Update equipment & resource listings.</p> <p>Review mutual aid agreements.</p> <p>Attend scheduled tabletop exercises and training events regularly.</p> <p>Recruit & train volunteers for disaster response.</p> <p>Work with ESF 14 to develop a single mechanism for donations goods management.</p> <p>Develop mechanism for screening emergent volunteers for the proper qualifications.</p>	<p>Notify personnel and vendors.</p> <p>Contact Incident Commander, Countywide EOC.</p> <p>Document all costs, actions, decisions.</p> <p>Verify access to MECA System-1 radio channels.</p> <p>Inspect vehicles for safety requirements.</p> <p>Establish refuel & maintenance schedules.</p> <p>Receive & complete mission assignments.</p> <p>Consider logistical needs for 24x7 operations.</p> <p>Schedule personnel in shifts.</p> <p>Provide meals & necessary rest periods.</p>
Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Finish required incident reports.</p> <p>Assemble & index all incident documentation.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESFs.</p> <p>Review & update internal and ESF plans as necessary.</p>

<p>Survey equipment & vehicles for new damages.</p> <p>Solicit feedback from other responders.</p> <p>Eligible organizations should attend the kickoff meeting for Public Assistance.</p> <p>Eligible organizations should meet with state & federal emergency management officials for the applicants briefing.</p> <p>Eligible organizations should complete required PA applications, maintain detailed records for audit purposes.</p>	
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ESF 17 Animal Issues

EMERGENCY SUPPORT FUNCTION

(ESF) 17

ANIMAL ISSUES

Comprehensive Emergency Management Plan Checklist

Preparedness	Response
<p>Practice internal Emergency Action Plans often.</p> <p>Update equipment & resource listings regularly.</p> <p>Attend scheduled tabletop exercises and training events.</p> <p>Determine plan for emergency communications.</p> <p>Maintain ongoing public education efforts.</p> <p>Develop volunteer program for disaster assistance.</p> <p>Cross train volunteers with other related efforts (Red Cross First Aid, CERT, etc.)</p>	<p>Notify personnel, contact volunteers.</p> <p>Contact Incident Commander & Countywide EOC.</p> <p>Document all related costs, actions, decisions & related communications during the incident..</p> <p>Verify access to MECA System-1 radio channels.</p> <p>Inspect vehicles for safety requirements.</p> <p>Establish refuel & maintenance schedules.</p> <p>Receive & complete mission assignments appropriately.</p> <p>Consider logistical needs for nonstop operations.</p> <p>Schedule personnel in shifts.</p> <p>Provide meals & necessary rest periods.</p> <p>Ensure volunteers are properly trained and registered before deployment.</p>

Recovery	Mitigation (Lessons Learned)
<p>Return equipment to regular service schedules.</p> <p>Finish required incident reports.</p> <p>Assemble & index all incident documentation.</p> <p>Solicit feedback from other responders.</p> <p>Attend kickoff meeting for Public Assistance.</p> <p>Meet with designated state & federal emergency management officials for the applicants briefing.</p> <p>Complete required PA applications, maintain detailed records for audit purposes.</p> <p>Recognize volunteer efforts formally.</p>	<p>Attend scheduled post-incident analysis meetings.</p> <p>Compare documentation with other ESFs.</p> <p>Review & update internal and ESF plans as necessary.</p>