

APPENDIX G

Preparedness Checklist

Action	Completed
Review the Contents of the LEOP/RESP:	
• Review threat assessment - flood plains, storm surge areas, etc.	
• Develop, identify and implement preparatory actions	
• Check and list critical forms needed – Declaration, situation report, etc.	
• Determine possible area(s) of impact	
Verify Communications Pathways (Up, Down, Lateral) with:	
• Surrounding localities	
• Supporting agencies	
• Operations components—All disciplines, including fire, police, Public Works, Radio Amateur Civil Emergency Services (RACES), emergency cell support, etc.	
• Public information plan/hotlines	
• Establish and Test Information Resources (in and out), including:	
○ Internet/Web site	
○ Weather	
○ Media, Print, TV, Cable and Radio, including direct radio communications	
Establish Briefing Schedules:	
• Chief Executive officials--watches/warnings, Declaration process, activation of LEOP	
• Elected officials	
• Public safety elements	
• Emergency Operations Center participants.	
Determine Staffing Levels:	
• EOC augmentation/activation/recall	
• Shift changes for public safety and other response personnel	
• Estimate shelter demands (local ARC Chapter, volunteers, RACES, etc.)	
• Establish public facility closing and opening times	
Check Critical Systems Readiness:	
• EOC--critical staff, resources and reports	
• Public safety	
• Utilities/PW/private/Local Emergency Planning Committee (LEPC);	
• Media	
• Mass care/schools/public health (food holdings/power)	
• Power generation--service ability/fuel levels	
• Review and confirm contracted services	
• Accounting and cost capture processes	
Implement the Continuity of Operations Plan (COOP) / Continuity of Government (COG)	
Declare a Local Emergency	
Activate Staff and Logistical Support for the EOC	
Prepare for Response	