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IA 1 – Drought

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Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist	
Action Items	Supplemental Information
PRE-INCIDENT PHASE	
<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the County Emergency Operations Plan and supporting procedures and plans.	
<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
<input type="checkbox"/> Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
<input type="checkbox"/> Prepare radio messaging to be used by local radio stations for emergency broadcast.	
<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by County Emergency Management.	
<input type="checkbox"/> Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Shasta County Operational Area Emergency Operations Center.	
<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memorandums of Understanding with those private businesses.	
<input type="checkbox"/> Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
<input type="checkbox"/> Ensure that County maps of water mains, valves, and public sewer systems are up to date and accessible.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

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RESPONSE PHASE	
<input type="checkbox"/> When deemed necessary, implement the Emergency Operations Plan when drought and other water shortage incidents pose a threat.	
<input type="checkbox"/> Activate the Emergency Operations Center and establish Incident Command. For larger events that cross multiple jurisdictions, Unified Command may be necessary. Staffing levels vary with the complexity and needs of the response.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
<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"/> Notify supporting agencies. <ul style="list-style-type: none"> ▪ Identify local, regional, State, and federal agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing. 	
<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction. <ul style="list-style-type: none"> ▪ Notify Command Staff, support agencies, adjacent jurisdictions, Emergency Function leads/coordinators, and liaisons of any situational changes. 	<i>ICS Form 209 – Incident Status Summary.</i>
<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. <ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
<input type="checkbox"/> Confirm or establish communications links among the Operational Area Emergency Operations Center and other local Emergency Operations Centers, other Agency Operation Centers, and the State Operations Center. Confirm operable phone numbers and verify functionality of alternate communications resources.	
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies/entities that may be affected by the incident. Notify them of the status.	
<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

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<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
<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>ICS Resource Tracking Forms</i>
<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
<input type="checkbox"/> Participate in a Joint Information Center and designate a lead Public Information Officer for the jurisdiction.	
<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
<ul style="list-style-type: none"> <input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead Public Information Officer, with support from other agency liaison(s) prior to dissemination to the public. 	
<input type="checkbox"/> Record all Emergency Operations Center and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	

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<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
<input type="checkbox"/> Develop and update the Incident Action Plan (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The Incident Action Plan should be discussed at regular 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 objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	
<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
<input type="checkbox"/> Make recommendations to County government regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
<input type="checkbox"/> Release mutual aid resources as soon as possible.	
<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
<input type="checkbox"/> Deactivate/demobilize Emergency Operations Centers, Agency Operation Centers, and command posts.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	