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IA 5 – Severe Weather (including Landslide)

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Severe Weather Incident Checklist	
Action Items	**Supplemental Information**
PRE-INCIDENT PHASE	
❐ Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County Emergency Operations Plan and supporting procedures/plans.	
❐ Monitor weather and flood reports.	
❐ Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
❐ Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
❐ Have personnel participate in necessary training and exercises, as determined by County Emergency Management in coordination with lead agencies and coordinators.	
❐ Participate in local and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
❐ 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.	
❐ Ensure that landslide and flood response equipment and personnel inventories are current for the County. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
❐ Inform County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
❐ Work with the County Resource Management Department/Building Division for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.	
❐ Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	
❐ Implement the County Emergency Operations Plan when severe weather and/or landslides incidents pose threats to the city.	
❐ Activate the appropriate Emergency Operations Centers and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Staffing levels vary with the complexity and needs of the response.	
❐ Estimate emergency staffing levels and request personnel support.	

Severe Weather Incident Checklist	
Action Items	**Supplemental Information**
❐ Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
❐ Develop work assignments for Incident Command System positions (recurring).	*ICS Form 203 – Organization Assignment List*
❐ Notify supporting agencies as well as the County Executive Officer and Board of Supervisors.	
▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and Emergency Operations Center staffing.	
❐ Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.	*ICS Form 209 – Incident Status Summary*
▪ Notify Command Staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes.	
❐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
▪ Dedicate time during each shift to preparing for shift change briefings.	*Incident Action Plan*
❐ Confirm or establish communications links among local and Operational Area Emergency Operations Centers and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.	*Emergency Function 2 Communications Annex of the County Emergency Operations Plan*
❐ Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
❐ 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.	
❐ Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and Standard Operating Procedures.	*Local, agency, and facility-specific Standard Operating Procedures*
❐ Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
❐ Determine the need to conduct evacuations and sheltering activities (recurring).	*Emergency Function 6 Care and Shelter Annex of the County Emergency Operations Plan*
❐ Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	*Emergency Function 7 Resources Annex of the County Emergency Operations Plan*
❐ Submit a request for an emergency/disaster declaration, as applicable.	*Basic Plan of the City Emergency Operations Plan*
❐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

Severe Weather Incident Checklist	
Action Items	**Supplemental Information**
☐ 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.	*ICS Resource Tracking Forms; Emergency Function 7 Resources Annex of the County Emergency Operations Plan*
☐ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
☐ Establish a Joint Information Center and designate a lead Public Information Officer for the County.	*Emergency Function 15 Public Information Annex of the County Emergency Operations Plan*
☐ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (recurring).	
☐ 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 before dissemination to the public.	*Emergency Function 15 Public Information Annex of the County Emergency Operations Plan*
☐ Record all Emergency Operations Center and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log*
☐ Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the Emergency Operations Center log.	
☐ Develop situation reports (recurring). At regular intervals, the Emergency Operations Center Director and staff will assemble a situation report.	
☐ Develop and update the Incident Action Plan (recurring). 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.	*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*
☐ Implement objectives and tasks outlined in the Incident Action Plan (recurring).	
☐ Coordinate with private sector partners as needed.	
☐ 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	
☐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
☐ Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	

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☐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*Emergency Function 14 Long-term Recovery Annex of the County Emergency Operations Plan*
☐ Release mutual aid resources as soon as possible.	
☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
☐ Deactivate/demobilize the Emergency Operations Centers, Agency Operations Centers, and command posts.	
☐ Correct any response deficiencies reflected in the Improvement Plan.	
☐ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	