

Organization Name  
County

**DISASTER  
PREPAREDNESS  
CHECKLIST**

This checklist is a mini-plan. For details in connection with specific situations or administrative functions, refer to the appropriate parts of the Emergency Operations Plan.

Please inform the Emergency Management Coordinator of corrections that need to be made. Additional copies are available upon request. Contact

Directors Name & Title  
Organization  
for  
The County of \_\_\_\_\_  
Address  
City, State, Zip Code  
Telephone Number

## EMERGENCY CHECKLIST INDEX

SUBJECT	PAGE
Emergency Telephone Listing	3
Emergency Operation Center Telephone Listing	4
Purposes	5
Succession of Direction and Control	5
Who has Primary Operational Control	5
Definition	5
Incident Commander & Support List	6
How to get Federal or State Assistance	11
Common Emergency Task Assignments	12
Department/Activity Emergency Task Assignments	12
County Commissioners	13
Public Works Director	13
Emergency Management Director	13
Public Information	14
Fire Operations	15
Public Works Department	15
Law Enforcement Operations	16
Emergency Welfare Services	17
Human Services	17
American Red Cross	18
Salvation Army	19
Schools	19
First Responders Telephone List	20
Readiness Levels	20

## EMERGENCY TELEPHONE LISTING

ALL EMERGENCIES	911
COUNTY SHERIFF DEPARTMENT (Non-emergency)	_____
(EMERGENCY)	911
FIRE DEPARTMENT (Non-emergency)	_____
(EMERGENCY)	911
PUBLIC WORKS DEPARTMENT	_____
TRAFFIC ENGINEERING DEPARTMENT	_____
ADMINISTRATIVE & SUPPORT SERVICES	_____
EMERGENCY OPERATION CENTERS	_____
_____ POWER COMPANY	_____
_____ TELEPHONE COMPANY	_____
_____ NATURAL GAS	_____
_____ WATER SYSTEM	_____
PARKS & GROUNDS DEPARTMENT	_____
COUNTY DISASTER PREPAREDNESS OFFICE	_____
COUNTY COMMISSIONERS'S OFFICE	_____
WEATHER BUREAU	_____
EMERGENCY SERVICES DEPARTMENT	_____

Note: An updated listing of County Crew Home Telephone Numbers is available at the County Sheriff Department's Dispatch Office

**EMERGENCY OPERATIONS  
CENTER TELEPHONE LIST**

**FOR USE ONLY UPON ACTIVATION OF  
THE EMERGENCY OPERATION CENTER**

COUNTY PUBLIC WORKS DIRECTOR	_____
ASSISTANT COUNTY PUBLIC WORKS DIRECTOR	_____
COUNTYENGINEER	_____
ASSISTANT COUNTYENGINEER	_____
ROAD MAINTENANCE SUPERVISOR	_____
COUNTY SHERIFF	_____
COUNTY COMMISSIONERS	_____
EMERGENCY SERVICES DIRECTOR	_____
POLICE CHIEF	_____
FIRE CHIEF	_____
PARKS & GROUNDS	_____
AMERICAN RED CROSS	_____

## **PURPOSES**

The purposes of this Emergency Checklist are to:

1. Designate the person in primary operational control of specific emergency/disaster situations and critical administrative functions
2. Describe the essential elements of the Integrated Emergency Management System (IEMS).
3. Provide department/activity directors and other emergency workers in a short, easily readable, and readily available listing of task assignments to be carried out as required in emergency situations.
4. Provide a process to ensure continuity of government following any disaster situation.

## **SUCCESSION OF DIRECTION AND CONTROL**

The policy of the Public Works Department of \_\_\_\_\_ County shall be for succession of direction and control as hereby directed:

Public Works Director / County Engineer

In the absence of the Public Works Director / County Engineer, the next in command and authority for Emergency Public Works responsibilities would be the Assistant Public Works Director / County Engineer. In the absence of the Assistant Public Works Director / County Engineer, the next in succession would be the appropriate designated Department Head.

## **PRIMARY OPERATIONAL CONTROL**

Definition. Full and complete authority and responsibility. It represents the administrative positions responsible for directing tactical operations in the field.

Judgment will be exercised, so far as the tactical situation permits, to confine assignments given to supportive personnel to traditional, profession, and technical duties for which they have been trained and with full consideration for their safety.

The person who is assigned primary operational control may call upon other departments/activities as required for support and assistance.

## COUNTY DEPARTMENTAL INCIDENT COMMAND AND SUPPORT

The departments/agencies assigned primary operational control of specific emergency situations and critical administrative functions are as follows:

DISASTER TYPE	INCIDENT COMMANDER	PRIMARY SUPPORT	SECONDARY SUPPORT	ASSISTING AGENCIES
Accident, Motor Vehicle	County Sheriff Department	Fire Department	Public Works	EMS
Airplane Crash	Fire Department	County Sheriff Department	Public Works	EMS, FAA, NTSB
Air Pollution, serious				DOE
Animal, dangerous	County Sheriff Department	Fire Department	Public Works	Animal Control, Zoo
Boating Accident	Fire Department	County Sheriff Department	Public Works	State Wildlife, EMA
Bomb threat, bomb found	County Sheriff Department	Fire Department	Public Works	State & County Law Enforcement
Bridge Collapse	Public Works	County Sheriff Department	Fire Department	State & County Public Works
Building Collapse	Fire Department	County Sheriff Department	Public Works	Building Department
Casualty, mass	Fire Department	County Sheriff	Public Works	EMS
Cave-in, road or other area	Public Works	Fire Department	County Sheriff Department	State & County Public Works
Civil Disturbance, riot	County Sheriff Department			State & County Law Enforcement
Dam Failure	Public Works	Fire Department	County Sheriff Department	State & County Public Works
Disease Epidemic				State & County Health Organization
Explosion	Fire Department	County Sheriff Department	Public Works	EMA, SLED
Fire	Fire Department	County Sheriff Department	Public Works	EMA, Power Co.
Fire, brush/forest	Fire Department	Public Works	County Sheriff Department	State Forestry
Flooding	Public Works	Fire Department	County Sheriff Department	State & County Public Works
Fugitive	County Sheriff Department			State & County Law Enforcement
Gas Outage, Natural			Fire Department	Gas Company

Hazardous Material Spill or Leak (incl. oil spill)	Fire Department	Public Works	County Sheriff Department	EMS, DOE
Hurricane	Public Works	County Sheriff Department	Fire Department	State Agencies
Labor Problem, serious	County Sheriff Department			State & County Law Enforcement
Land Slide	Public Works	Fire Department	County Sheriff Department	
Lost Person - child, mental patient	County Sheriff Department	Fire Department		State & County Law Enforcement
Nuclear Material Spill or Leak	Fire Department	Public Works	County Sheriff Department	DHEC, NRC
Pollution of water supply	Public Works	Fire Department	County Sheriff Department	City Water System, DOE
Power Outage				Utility Code
Railroad Accident-derailment, collision	Fire Department	County Sheriff Department	Public Works	NTSB
Rescue, difficult	Fire Department	County Sheriff Department	Public Works	EMS
Sewage Back-up or failure of sewage treatment plant	SewerPublic Works	Fire Department	County Sheriff Department	DOE, Sewer District
Sewer Explosion	Public Works	Fire Department	County Sheriff Department	EMA, DHEC
Sniper	County Sheriff Department	Fire Department	Public Works	State & County Law Enforcement, EMS
Snowstorm, heavy; blizzard, or ice storm	Public Works	County Sheriff Department	Fire Department	State & County Public Works
Telephone Outage, Major				Southern Bell
Terrorist action/ hostage situation	County Sheriff Department	Fire Department	Public Works	EMS
Tornado	Public Works	Fire Department	County Sheriff Department	Utility Company
Water Line Break			Public Works	Greenville Water System
Water System Failure	Public Works	Fire Department		Greenville Water System
Winds, Damaging	Public Works	Fire Department	County Sheriff Department	Utilities

## HOW TO GET FEDERAL OR STATE ASSISTANCE

\_\_\_\_\_ County is not permitted to contact Federal or State agencies directly for assistance. The appropriate contact is the \_\_\_\_\_ County Emergency Management Department, telephone number \_\_\_\_\_.

## COMMON EMERGENCY TASK ASSIGNMENTS

Some emergency task assignments are the responsibilities of all department/activity directors, as well as individual employees

### BEFORE

There are preparatory and precautionary actions that should be taken before an emergency occurs:

- Mitigate hazards and their ill effects
- Alert personnel on an emergency situation
- Provide protection for personnel and property
- Report an emergency situation quickly
- Establish and maintain lines of succession
- Maintain alert roster of departmental key personnel
- Maintain inventory roster of departmental key personnel
- Maintain inventory and sources of supply for emergency required equipment and supplies
- Maintain roster of contact for outside assistance
- Conduct personnel emergency training programs
- Familiarize all personnel with emergency duties
- Plan, prepare, maintain and implement internal departmental emergency operating procedures

### DURING

There are other common actions that are to be taken during emergency operations.

Provide food, appropriate clothing, supplies, equipment and facilities for emergency operation. Rotate emergency workers to avoid excess fatigue. Perform specific tasks assigned by proper authority. Remain cool, collected, and cooperative: do not panic!

Note: Department / Division directors are charged with the responsibility for documenting completely all costs and expenditures in connection with emergency operations. This is necessary to support a claim for state/federal assistance, should it become available. A careful record must be maintained for all regular time and overtime during which personnel and equipment are employed. Obtain detailed receipts for all local purchases including meals. Keep a record of parts and supplies used from County invoices. All such records are subject to minute audit, so completeness and accuracy are essential.

## **AFTER**

After an emergency, clean, repair, and replenish supplies, equipment, facilities, and revise plans to be ready for the next one. The cycle never ends.

### **DEPARTMENT/ACTIVITY EMERGENCY TASK ASSIGNMENTS**

The following is a list of those task assignments each department/division/agency is responsible for carrying out in the event of an emergency / disaster.

These task assignments apply to virtually all hazards and emergency situation. They are selected ones taken from the emergency operations plan. They are not necessarily all-inclusive, but are the most urgent ones to be accomplished. Some essential tasks are certain to have been omitted.

The exercise of individual judgment, initiative, common sense, awareness, urgency, cooperation, and coordination is essential in accomplishing these emergency task assignments.

Departments/Divisions/Agencies with emergency task assignments are responsible for developing and maintaining their own internal emergency plans and operating procedures to assure their capability to carry out their assigned tasks.

Assume ultimate responsibility to the citizens of \_\_\_\_\_ County for the state of emergency preparedness and the capability of the County to cope with and recover from an emergency disaster situation with the minimum ill effects.

- \* Inform the populace of the situation and of actions required on their part
- \* Make emergency policy decisions governing the direction of the disaster situation
- \* Request aide from the state and federal governments as deemed necessary.

### **PUBLIC WORKS DIRECTOR**

- \* Reports to County Public Works Office or the Emergency Operation Center
- \* Accepts reports from the Incident Commander at the disaster scene
- \* Works with the County Commissioners to coordinate all information of a public nature to ensure that the news media is properly informed of current conditions
- \* Assures that the County Commissioners are kept abreast of emergency operations
- \* Supervises all personnel and equipment for the performance of duties in the disaster area through the respective department managers

## **EMERGENCY MANAGEMENT COORDINATOR**

- \* Notifies the County Commissioners when confirmation of an impending or existing emergency has been verified.
- \* Prepares and maintains County overall emergency operation plans and annexes
- \* Advises Public Works Director in emergency preparedness matters and as to current or anticipated conditions
- \* Coordinates increased readiness actions
- \* Coordinates emergency preparedness training

## **PUBLIC INFORMATION COORDINATOR**

- \* Prepares news release
- \* Maintains liaison with news media
- \* Establishes news media briefing room
- \* Controls news media reporters and photographers from interfering with emergency operations, assisted by police as required
- \* Serves as central clearinghouse for information to the media
- \* Serves as the source through which the media will gain information from and access to public officials if required. County Commissioners will be the visible County Head when available
- \* Maintains liaison with the Emergency Operations Center and the field command post in order to stay abreast of current information
- \* Establishes procedures for the flow of information to the public in an emergency/disaster situation
- \* Prepares and maintains lists of newspapers, radio and television stations, including names and telephone numbers of their key personnel as contact points
- \* Publicizes the telephone numbers of the Emergency Information Center where official disaster information may be obtained by the public

## **FIRE CHIEF**

- \* Assumes primary operational control of fire suppression, rescue, explosion, and hazardous materials
- \* Responds to emergency operations center and/or field command post

- \* Implements mutual aid agreements with other jurisdictions, as may be necessary
- \* Assists in initial damage assessment as to the dead and injured and revisions to it
- \* Provides backup equipment for water pumping
- \* Develops evacuation plans and standard operating procedures

### **COUNTY ENGINEER**

- \* Inspects buildings for structural, electrical, gas, plumbing and mechanical damage before permitting re-occupancy
- \* Conducts necessary inspections to assure the integrity of structures following an incident and that there is no danger of additional damage
- \* Establishes and maintains contact with local building, electrical, plumbing, and mechanical contractors to obtain their services when required
- \* Assists in preparation of initial damage assessment report and revisions to it
- Conducts inspections necessary .
- \* Reviews engineering plans prior to construction as a means of mitigating emergency/disaster situations
- \* Assumes primary operational control of flood, snow removal, and water management
- \* Transports and erects barricades at the request of the police
- \* Clears streets and removes debris
- \* Performs initial damage assessment, revisions to it, of streets, bridges and waterways
- \* Performs repair construction to vital facilities
- \* Provides for emergency water supply and sewage disposal
- \* Coordinates with local contractors to obtain additional equipment and operators
- \* Provides emergency lighting
- \* Conducts snow removal operations
- \* Provides heavy equipment and operators as required
- \* Provides engineering services

- \* Coordinates resumption of gas, electric, and water services with the utility companies and code enforcement
- \* Coordinates traffic activities with police operations bureau
- \* Dispatches a representative to the field command post
- \* Makes and posts traffic directional signs as needed, particularly during evacuation

### **COUNTY SHERIFF**

- \* Assumes primary operational control of law enforcement; traffic and crowd control, security of emergency area, bomb threat or detonation, civil disorder, hostage or terrorist situation
- \* Responds to emergency operations and/or field command post
- \* Exercises traffic and crowd control
- \* Secures the emergency site
- \* Assists with the evaluation of displaced or threatened citizens

### **EMERGENCY WELFARE SERVICES**

#### **DEPARTMENT OF SOCIAL SERVICES DIRECTOR**

- \* Coordinates all emergency welfare services
- \* Responds to the Emergency Operations Center
- \* Provides assistance to citizens as required
- \* Helps select the location and to coordinate the disaster assistance center
- \* Provides assistance to disaster victims who have lost credit cards, credit contracts, deeds, warranties, and other purchase papers
- \* Provides assistance to disaster victims against unscrupulous business and professional practices which might occur during a disaster
- \* Assists disaster victims to obtain temporary emergency housing
- \* Arbitrates emergency related differences between landlords and tenants
- \* Responds to the Emergency Operations Center (EOC)
- \* Provides shelter and food for displaced persons and families as may be required and within availability

- \* Assists in registering and processing evacuees
- \* Distributes appropriate emergency literature to disaster victims: giving instructions and assistance pertaining to their immediate needs
- \* Assists victims in preparing necessary forms for disaster assistance
- \* Renders special assistance to the elderly and underprivileged
- \* Places a representative in the Disaster Assistance Center when it is opened
- \* Performs follow-up during the recovery stage
- \* Informs the Chief of Police of any developments of unrest and tension that could lead to civil disorder
- \* Coordinates translation for non-English speaking person in an emergency/disaster situation
- \* Registers evacuees in shelter(s)
- \* Reunites families that have become separated
- \* Provides emergency social services as required
- \* Assists Red Cross in managing evacuation shelter(s) as requested
- \* Provides psychological counseling and crisis intervention to disaster victims, including the sick, injured, and bereaved
- \* Provides care and transportation for the mentally retarded and persons under the influence of drugs or alcohol
- \* Opens and operates counseling centers

#### **DIRECTOR, AMERICAN RED CROSS**

- \* Responds as requested to emergency situation in accordance with ARC directives
- \* Coordinates with County Public Schools for use of school buildings as evacuation centers
- \* Dispatches a representative to the Emergency Operations Center
- \* Serves as manager of evacuation shelter or shelters
- \* Coordinates activities or other volunteer agencies

- \* Provides for traditional emergency needs of evacuees, i.e., food, blankets, clothing, shelter, first aid, financial assistance, counseling, etc.
- \* Maintains list of volunteers available to assist in emergency situations
- \* Provides rest area for emergency workers

**MAJOR, SALVATION ARMY**

- \* Responds as required to emergency situations and renders assistance in accordance with internal procedures, and tradition services for emergency victims

**SUPERINTENDENT, SCHOOL DISTRICT OF \_\_\_\_\_ COUNTY**

- \* Conducts emergency training in schools for students and staff
- \* Furnishes school buses and drivers for evacuation
- \* Makes school facilities available as evacuation centers, aid stations, morgues, etc as required
- \* Performs initial damage assessment of school facilities and revisions to it
- \* Prepares to evacuate children from schools, if required
- \* Prepares to recall essential workers for school cafeteria, maintenance, and security work, if required
- \* Prepares to house and feed incoming emergency forces, i.e., police troops, etc.

## **FIRST RESPONDERS TELEPHONE LIST**

1. \_\_\_\_\_, Public Works Director - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
2. \_\_\_\_\_, County Engineer - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
3. \_\_\_\_\_, Fire Chief - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
4. \_\_\_\_\_, Sheriff - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
5. \_\_\_\_\_, Road Supervisor - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
6. \_\_\_\_\_, Road Supervisor - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
7. \_\_\_\_\_, Road Supervisor - (h) \_\_\_\_\_ (o) \_\_\_\_\_
  
8. \_\_\_\_\_, Emergency Management Services - (h) \_\_\_\_\_ (o) \_\_\_\_\_

## **READINESS LEVELS**

- A. Most emergency situations that warrant more than routine emergency response by public service agencies follow some recognizable period proceeding the incident during which action may be taken to achieve maximum readiness.
- B. The following increased readiness conditions will be used as a means of increasing the County's state of preparedness

### **Condition 4**

Higher state of readiness than in normally present. A potential exists for hazardous conditions.

#### Examples

- 1. Onset of seasonal weather conditions such as tornadoes, flash floods
- 2. Potential for local civil unrest
- 3. Potential energy emergency

#### Actions

- 1. Review emergency plans
- 2. Alert key personnel
- 3. Review alert list
- 4. Check emergency equipment and supplies

### **Condition 3**

A term used to describe a condition more serious than Condition 4. A condition that presents a greater threat of emergency than Condition 4, but not immediate threat to life or property

#### Examples

- 1. Tornado watch
- 2. Flash flood watch
- 3. Severe weather alert
- 4. Strike
- 5. Civil unrest with incident

#### Actions

- 1. Review of emergency plans
- 2. Check emergency equipment and supplies
- 3. Extend work shifts of emergency crews
- 4. Review alert list
- 5. Special departmental Standard Operating Procedures

## **Condition 2**

This is a serious condition that denotes that hazardous conditions are probable, or in fact, already occurring in certain areas within the jurisdiction. A high potential exists for property damage or loss of life.

### Examples

1. Tornado warning
2. Flash flood warning
3. Winter storm warning
4. This condition might also be triggered when international tension is such that an attack is probable
5. Civil disorder with rather large scale localized violence

### Actions

1. Carry out department plans and Standard Operating Procedures
2. Initiate call up of extra personnel
3. Cancel leave time
4. Mobilize Mobile Emergency Operations Center
5. Partial mobilization Emergency Operations Center

## **Condition 1**

The term Condition 1 will be used to signify that hazardous conditions are imminent or, in fact, occurring. This condition indicates a great sense of danger and urgency.

### Examples

1. Tornado sighted within the warning area when the location and direction of travel presents a hazard to the populace of the County of \_\_\_\_\_.
2. Hazardous material incident requiring a large number of the populace to evacuate
3. Any incident resulting in mass casualties or which presents a hazard to large numbers of the populace

### Actions

1. Alert citizens
2. Activate EOC
3. Carry out departmental plans and SOPs
4. Carry out response and recovery procedures

## NOTES

