

RESPONSE CHECKLIST

Response Issues

- A. **Direction and Control / Incident Command**
Set Up Incident Command/Unified Command, Span of Control and Unity of Command.
- B. **Size Up the Incident**
Determine the Size of the Area Affected, Population Characteristics, and Economic Profile of the Area.
- C. **Search and Rescue**
Search the Damaged Area, Rescue The Injured Recover Bodies
- D. **Evacuation and Shelter**
Inform People of the Areas Which Should be Evacuated, Human Services and Red Cross Open Pre designated Shelters, Consider Special Needs Groups, Special Provisions for Pets, Determine Procedures for Return to the Evacuated Area
- E. **Damage Assessment**
Activate Damage Assessment Team Composed of People Familiar with Property Value.
Damage Assessment Important to Secure State and Federal Assistance. We Can't Deliver State and Federal Assistance Unless We Know Your Needs.
- F. **Public Information**
Designate People to Provide Information to the Media.
Establish a Location to Meet With the Media Away From Your EOC.
Inform Citizens of the Status of the Response and the Recovery
- G. **Track Citizen's Needs**
Designate Someone to Keep Track of Request for Assistance and the Delivery of that Assistance.
- H. **Track Offers of Assistance**
Be Prepared to Deal with Voluntary Help—There Will be a Lot!
Designate Someone to Keep track of Offers of Assistance.
Discourage Shipments of Donated Goods.
Identify a Location to Store Donated Goods.
- I. **Debris Clean Up and Disposal**
Work with DNR on Proper Disposal of Debris.
Inform the Public of Proper Separation and Disposal of Debris.
- J. **Obtain Outside Assistance (Mutual Aid)**
Activate Your Mutual Aid Agreements as Necessary.
- K. **Determine Public Health Issues**
Address Health Issues Such as Safe Water and Food, Disease, Mental Health as They Relate to Both Victims and Responders.
- L. **Site Security / Pass System**
Establish a Pass System to Access to the Area.
Relates to Security, and Orderly Clean Up and Repair of the Affected Area

Response Timeline

A. 0-2 Hours

- Establish Incident Command System
- Notify all of the agencies with a role in your plan
- Determine the size and nature of the area affected by the disaster
- Determine the number of people, buildings and businesses affected by the disaster
- Conduct search and rescue operations as needed
- Open shelters as needed
- Determine if the area needs access control and set up road blocks
- Begin clearing roads and streets
- Begin to determine the types and amount of outside assistance you may need
- Notify the County Emergency Management Director
- Notify Wisconsin Emergency Management
- Begin public information activities and issue protective actions for the public if necessary
- Hold one or more Command Staff briefings
- Consult your agency's Response Checklist
- Activate mutual aid agreements
- Consider the need to declare a State of Emergency

B. 2-4 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Consider the need for 24 hour operations and the establishment of 12 hour shifts
- Continue shelter operations as needed
- Inform the hospital(s) of potential casualties
- Begin preparations for establishing a Pass System
- Activate damage assessment team
- Assign people to handle request for assistance and to track the needs of Special Populations
- Assign people to track request for information on disaster victims
- Assign people to track offers of assistance and donations
- Continue clearing roads and streets
- Determine how debris will be disposed
- Begin to determine the public health effects of the disaster
- Begin to consider the needs of Special Populations
- Begin to take care of the needs of the responders
- Consult your agency's Response Checklist
- Hold one or more Command Staff Briefings

C. 4-12 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Prepare for the next shift to take over
- Consider the need for ongoing mutual aid
- If necessary, activate the Pass System
- Continue to inform the hospital of potential casualties
- Continue Damage Assessment activities, compile the information collected by the damage assessment teams and report to the state
- Continue clearing roads and streets
- Take debris to an appropriate land fill
- Prepare a prioritized list of repairs to critical facilities and transportation routes
- Begin clean up activities on public and private property
- Continue to track the request for assistance and the needs of Special Populations
- Continue to track request for information on disaster victims
- Continue to track offers of assistance and donations
- Continue shelter operations as needed
- Address the public health needs of the disaster victims and responders
- Take care of the personal needs of the responders
- Conduct several command staff briefings
- Consult your agency's response checklist
- Brief the next shift
- Coordinate with utilities in the restoration of service
- Anticipate and address Public Health issues

D. 12-24 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Continue operation of the Pass System if necessary
- Continue damage assessment activities and submit UDSR
- Continue repairs to critical facilities
- Consider the need for ongoing mutual aid
- Inform the hospital(s) of casualties as necessary
- Continue cleanup activities on public and private property
- Take debris to an appropriate land fill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public Health needs
- Track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims

- Conduct several Command Staff briefings during each shift
- Brief the next shift

E. 24-48 Hours

- Continue search and rescue operations if necessary
- Continue public information activities
- Continue operation of the Pass System if necessary
- Continue damage assessment activities and submit UDSR
- Continue repairs to critical facilities
- Consider the need for ongoing mutual aid
- Continue cleanup activities on public and private property
- Take debris to an appropriate land fill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public Health needs
- Continue to track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Coordinate activities of volunteers assisting with clean up efforts
- Begin planning for reentry and long term recovery
- Conduct several Command Staff briefings during each shift
- Brief the next shift

F. 48-? Hours

- Continue public information activities
- Continue operation of the Pass System if necessary
- Continue damage assessment activities and submit UDSR
- Provide updated damage estimates to the state
- Consider the need for ongoing mutual aid
- Inform the hospital(s) of casualties as necessary
- Continue cleanup activities on public and private property
- Take debris to an appropriate land fill
- Coordinate with utilities in the restoration of service
- Continue shelter operations as needed
- Keep records of agency expenses
- Anticipate and address Public health needs
- Continue to track the request for assistance and the needs of special populations
- Continue to track request for information on disaster victims
- Coordinate the activities of volunteers assisting with clean up efforts
- Continue planning for reentry and long term recovery
- Provide people to participate in the Preliminary Damage Assessment
- Conduct several Command Staff briefings during each shift
- Brief the next shift