

DIRECTOR'S EMERGENCY CHECKLIST

The following checklist is intended for use by Department Directors when an emergency or incident has occurred or is threatening to occur.

IMMEDIATE ACTION ITEMS	REF. FOR MORE INFO
<p>1. Gather initial incident information from department SERT members.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incident type and location <input type="checkbox"/> Known or threatened impacts <input type="checkbox"/> Is the SEOC activated and if department representatives need to report 	<p>EMO is short for Emergency Management Officer. SEOC is short for the State Emergency Operations Center. SERT is short for the State Emergency Response Team.</p>
<p>2. Verify the EMO has initiated departmental notifications.</p> <ul style="list-style-type: none"> <input type="checkbox"/> SESF representatives <input type="checkbox"/> Other departmental leadership <input type="checkbox"/> Other department emergency response workers and/or staff identified in departmental plans <input type="checkbox"/> Key external vendors or partners 	<p>Internal notifications may vary based on the nature of the incident and internal procedures documented in the Departmental Emergency Operations Plan (EOP).</p>
<p>3. Determine actual/threatened impacts to the department</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personnel <input type="checkbox"/> Property or Worksites <input type="checkbox"/> Equipment <input type="checkbox"/> Essential Functions <input type="checkbox"/> Non-Essential Functions 	
<p>4. Direct implementation of safety actions to protect staff, the public, property or equipment as applicable.</p>	
<p>5. Determine if the Department Operations Center (DOC) should be activated.</p>	
<p>6. Adjust or cancel non-essential department operations or events, as appropriate.</p>	
<p>7. Determine appropriate staffing schedules, reporting, leave, and return to work plans, as appropriate.</p>	

IMMEDIATE ACTION ITEMS	REF. FOR MORE INFO
<p>8. Assess needs and commit departmental resources and staffing to support the SEOC and continuity of essential agency functions.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify current resources available/needed <input type="checkbox"/> Anticipate/Identify gaps in resources available/needed <input type="checkbox"/> Provide direction on addressing resource shortfalls 	
<p>9. Assign additional departmental staff to emergency duties, as required.</p>	
<p>10. Direct dissemination of the incident information to all staff:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type of incident <input type="checkbox"/> Known or threatened impacts <input type="checkbox"/> Safety actions employees should take or consider <input type="checkbox"/> Impacts or adjustments to department operations or scheduled activities <input type="checkbox"/> Alterations to work schedules <input type="checkbox"/> Emergency policies or procedures in effect <input type="checkbox"/> Key staff assigned to manage emergency operations <input type="checkbox"/> Expectations of all staff in supporting incident response <input type="checkbox"/> Policy for personnel unable or unwilling to support the response 	
<p>11. As appropriate, direct the release of public information, and ensure coordination of messaging with the SEOC:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Impacts to department operations or services <input type="checkbox"/> Emergency activities underway <input type="checkbox"/> Available resources or guidance 	
<p>12. Verify that an initial damage assessment of department property and equipment is underway.</p>	
<p>13. Direct administrative staff to track all disaster-related expenses.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hours worked <input type="checkbox"/> Overtime wages <input type="checkbox"/> Emergency contracts <input type="checkbox"/> Materials/equipment 	<p>Refer to <i>State Department Director Guide</i> document: Information Sharing and Resource Requests During State EOC (SEOC) Activations</p>

ONGOING ACTION ITEMS	REF. FOR MORE INFO
1. Receive incident updates from SERT members.	
2. Verify with the EMO that the agency is regularly providing required information to the SEOC. <ul style="list-style-type: none"> <input type="checkbox"/> Submission of daily Department and SESF Situation Reports <input type="checkbox"/> Real-time updates on key department and SESF emergency activities or impacts <input type="checkbox"/> Damage information <input type="checkbox"/> Cost information 	Refer to <i>State Department Director Guide</i> document: Information Sharing and Resource Requests During State EOC (SEOC) Activations
3. Participate in the Governor’s Policy group or other meetings of Senior Officials, as requested.	
4. Activate any emergency aid programs or services the department manages.	
5. Monitor impacts on department staff and operations and cancel or restore non-essential functions, as appropriate.	
6. Monitor the department’s emergency-related expenses and ensure tracking and reporting are ongoing.	
7. Verify a full damage assessment has been conducted of all agency facilities/property and reported to the SEOC and relevant staff.	Refer to <i>State Department Director Guide</i> document: Information Sharing and Resource Requests During State EOC (SEOC) Activations
8. Assign staff to work with the SEOC on determining eligibility for reimbursement of emergency work and repair costs through the FEMA Public Assistance Program (if activated).	Refer to Public Assistance Fact Sheet: https://www.fema.gov/media-library/assets/documents/90743
9. Advise the Attorney General’s Office on the continued need for suspension of statutes or regulations to facilitate departmental response operations.	
10. Monitor public information needs or media relations concerns and direct additional messaging or outreach as required.	
11. Provide regular updates to all staff on the status of emergency operations and work schedules.	
12. Ensure information on recovery resources disseminated by the SEOC are shared with all personnel impacted by the incident.	