

## EMERGENCY OPERATIONS CHECKLIST

- \_\_\_ Establish perimeter and secure affected area.
- \_\_\_ Determine scope of incident (casualties/damage) and whether the incident has the potential to expand or escalate.
- \_\_\_ Notify Dispatch and other agencies of the scope of the incident and any other vital information.
- \_\_\_ Establish traffic and crowd control. Maintain open entrance/exit routes for emergency vehicles.
- \_\_\_ Establish Command Post, liaison with other agencies.
- \_\_\_ Determine manpower needs, both immediate and long-term.
- \_\_\_ Determine equipment needs (barricades, cones, etc).
- \_\_\_ Assign a Recorder.
- \_\_\_ Request additional manpower if necessary. Mutual Aid, SSJTU, SMART response, off-duty personnel, auxiliaries.
- \_\_\_ Notify Command personnel if required.
- \_\_\_ Initiate public warning and evacuation if necessary.
- \_\_\_ Identify evacuation/shelter sites.
- \_\_\_ Maintain adequate police coverage for unaffected areas of City.
- \_\_\_ Establish staging area if necessary.
- \_\_\_ Contact Emergency Management if warranted.
- \_\_\_ Notify surrounding agencies/media of incident. Advise safe traffic routes. Assign a PIO for this function.
- \_\_\_ Determine appropriate staffing level for communications.
- \_\_\_ Establish relief schedules for officers. Ensure personnel are outfitted for weather conditions.
- \_\_\_ Maintain field communications. Ensure radio batteries are recharged.
- \_\_\_ Advise on-coming personnel of current status of incident. Debrief out-going personnel. Rumor control.
- \_\_\_ Develop plan for orderly dispersal of personnel/equipment when incident is concluded.
- \_\_\_ Debrief incident with key personnel.