

# POST DISASTER CHECKLIST



This checklist provides RECOMMENDATIONS for emergency management personnel and municipal leaders to follow during post disaster recovery operations. It is intended to be a base document that can be modified by any user to incorporate their individual needs. Please modify as necessary to best represent your local concept of operations.

## INSTRUCTIONS

**Considerations:** Consider the “Considerations” noted in each of the rows and determine if the current situation warrants any “Action(s)” for this event. Place a check in the box under the YES or NO column that corresponds to your determination. Boxes with an X already appearing indicate a recommended best practice for all incidents.

**Action Dates:** Determine when the “Actions” associated with the “Considerations” will begin. Also, set a target date and time for when the “Considerations” should be completed. Enter the dates and times in the “Start” and “Complete” columns. Place a check in the “Complete” box when the “Action” is completed. Finally, the “Start” and “Complete” boxes should contain the date and time that the “Action” began and concluded.

**Who is Involved:** Identify who or what group will be responsible for the action on each line. Place their names in this column.

Move to the next “Consideration” in the following line and complete the column again for each of the subsequent rows. Seek input from stakeholders as needed during this assessment process

## EXAMPLE: (Look at this as an escalating matrix)

Considerations		Action		Action Date(s)		Who is involved?
		Yes	No	Start	Complete	
1	Consult your local or county recovery plan for guidance. If none exists, continue with this checklist.	✓		02:24 2/2/2017		Emergency Management Coordinator
2	Assess current situation and determine if any unmet emergency needs currently exist (rescues, power to critical facilities, sheltering, etc.) If unmet needs have not been met, focus resources on satisfying these needs before recovery activities ensue.	X		02:45 2/2/2017	03:15 2/2/2017 ✓	Emergency Management Coordinator or Staff

# POST-DISASTER CHECKLIST



Event Name \_\_\_\_\_

Date(s) \_\_\_\_\_

Considerations		Action		Action Dates		Who is involved?
		Yes	No	Start	Complete	
1	Consult your local or county recovery plan for guidance. If none exists, continue with this checklist.					
2	Assess current situation and determine if any unmet emergency needs currently exist (rescues, power to critical facilities, sheltering, etc.). If unmet needs have not been met, focus resources on satisfying these needs before recovery activities ensue.	X				
3	Conduct a Rapid Needs Assessment to determine initial impacts. Obtain windshield surveys from all local emergency management coordinators and damage assessment teams. If this task has not yet been assigned, do so now. Consider the utilization of personnel whose normal duties have been interrupted by the event. Report current situation and any unmet resource requirements. Local municipalities report to county EMA and county EMA report to PEMA.	X				
4	Oversee initial debris clearing activities. Prioritize the reopening of any impacted roads and begin to remove debris from roadways and waterways.					
5	Coordinate utility restoration with affected utilities. Prioritize critical facilities and identify routes requiring debris removal to facilitate restoration efforts.					
6	Initiate security perimeter of disaster impacted areas and set re-entry policy.					
7	Brief all elected officials as soon as possible after the event. Include current situation, impacts, casualties and time of next update.	X				
8	Oversee short-term public information/community relations activities.					
9	Report initial damages regardless of loss value or emergency declaration status. Local municipalities report to county EMA, and county EMA reports to PEMA.	X				
10	Begin to determine the ongoing response, recovery, long-term recovery, and mitigation goals, objectives and priorities for the purposes of disaster planning and operations.					
11	Evaluate the need for a declaration of disaster for your community. Are additional resources needed that exceed your local capabilities? Are normal contract and bidding requirements inhibiting the recovery process? If yes to either, a declaration is warranted, if not already declared.					
12	Implement continuity of government procedures. Make necessary notifications as outlined in COOP/COG plans.					

Considerations		Action		Action Dates		Who is involved?
		Yes	No	Start	Complete	
13	Track damages or costs related to the disaster. Begin to request documentation for costs already incurred during this disaster. Reimbursements for disaster related expenses rely upon proper expense tracking, procurement and documentation.	X				
14	Reach out to discuss the potential for a Federal or Small Business Administration Disaster Declaration. Local municipalities contact county EMA and county EMA contact PEMA.					
15	Assign agencies and organizations to administer shelters, reception centers, and the reception and placement of volunteers and donations.					
16	Establish locations of shelters, reception centers and base camps, for logistics support. Establish volunteer and donation reception centers and hours of operation for all. <i>(As needed)</i>					
17	Determine if short term recovery and/or long-term recovery efforts will be necessary. If they are, consider the organization of a Recovery Task Force (RTF) or core recovery team and assign roles and responsibilities. Local municipalities contact county EMA and county EMA contact PEMA if assistance is required.					
18	If organizing a RTF, determine Recovery Functions (RFs). Local municipalities contact county EMA and county EMA contact PEMA if assistance is required.					
19	Determine which agencies and offices should be assigned to support the RFs. Create and distribute a matrix of the RTF's RFs and the responsible agencies. For consideration for each RF, see recovery reference pages. Local municipalities contact county EMA and county EMA contact PEMA if assistance is required.					
20	Prepare for cash donations to be received to benefit the disaster victims. Identify a community foundation or 501c3 corporation to receive and assist in the disbursement of funds. If no distribution policy exists, begin to develop it now so as not to delay help being made available to the disaster victims. Consult with case management agencies on this policy.					
21	Consider with the local Recovery Task Force (RTF) the opening of a Multi-Agency Resource Center (MARC) if a FEMA Disaster Recovery Center (DRC) will not be opened. With the RTF, identify which agencies will be represented in the MARC. Local municipalities should contact county EMA and county EMA contact PEMA if assistance is required.					
22	Coordinate business and industry re-openings with local economic/business development groups.					
23	Support efforts to find business temporary facilities.					