Basic Disaster Checklist

- Establish Point of Contact at your County Emergency Management Center
- Contact MEMA for introduction to MEMA personnel, FEMA Forms, and FEMA Portal Training
- Establish Pre-positioned FEMA Consultant/Advisor
- Establish Pre-positioned Debris Monitoring Agreement
- Establish Pre-Positioned Debris Removal Agreement
- Establish Departmental Responsibilities (Before/During/After Storm)
    - This should contain specific department assignments that are executed 72, 48 or 24 hours in advance of storm conditions. It should outline each department's responsibility for disaster response and recovery.
- Catalog Pre-Storm Condition of all Assets (Buildings, Roads, Traffic Signals, Fences, Ballfield Lights, Etc.) with Photographs and Proof of Maintenance (Purchase Orders, Contracts, Maintenance Agreements, Work Orders, Etc.)
- Review Asset Property Insurance Coverage
- Establish Process for Declaring a State of Emergency
- Review Emergency Purchasing Laws
- Establish Employee Contact Lists and Auxiliary Method of Communication
- Establish Auxiliary Messaging System for Citizens
- Review Fuel Supply Logistics-
    - Where will you fuel equipment after the storm
    - Where will you get fuel once the initial supply is exhausted after the storm
    - How will your fuel center operate w/o power
- Review Facility Logistics for After-Storm Operation of Governmental Processes
    - Generators, auxiliary internet, cloud-based software for paying bills, cutting paychecks, issuing building permits, etc.
- Establish Point of Contact with Local Utility Companies
    - Water
    - Sewer
    - Power
    - Gas
    - Phone
    - Cable/Data
- Establish Staging Locations for Debris Cleanup Collections and/or Establish Agreement with Nearby Landfill for Direct Haul
- Establish Staging Locations for Sand & Sandbags
- Establish Staging Location for Water & Ice for After-Storm Distribution
- Establish Pre-storm Equipment Positioning Around your City
- Establish Shelters
    - Local Citizens
    - Displaced Residents from Other Jurisdictions
    - Animals
    - Homeless
    - Red Cross/Salvation Army/YMCA/Churches
- Establish an After-Storm Plan for Volunteers/Donations/Distribution