IA6 Earthquake/Seismic Activity

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Earthquake/Seismic Activity Incident Checklist

NOTE: This annex also includes <u>landslides</u> as a secondary hazard.

Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	❑ **Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity including the Marion County EOP and supporting procedures and plans.**	
	❑ **Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.**	
	❑ **Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF-1 and ESF-6.**	
	- **Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.**	
	- **Prepare radio messaging to be used by local radio stations for emergency broadcast.**	
	❑ **Have personnel participate in necessary training and exercises, as determined by Marion County Emergency Management in coordination with ESF-1 and ESF-6 Leads.**	
	❑ **Participate in Marion County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.**	
	❑ **Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs.**	
	❑ **Ensure that earthquake response equipment and personnel inventories for Marion County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.**	
	❑ **Inform Marion County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).**	
	❑ **Work with county planning department and local planning commissions for establishment of appropriate infrastructure protection measures in landslide-prone areas.**	
	- **Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.**	
	❑ **Provide public safety information and educational programs regarding emergency preparedness and response.**	

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RESPONSE PHASE	❑ **Activate the Marion County EOP when earthquake and/or seismic incidents pose threats.**	
	❑ **Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.**	*ESF 5 Annex of the Marion County EOP*
	❑ **Estimate emergency staffing levels and request personnel support.**	
	❑ **Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.**	
	❑ **Develop work assignments for ICS positions (recurring).**	*ICS Form 203: Organization Assignment List*
	❑ **Notify supporting agencies through ESF-1, ESF-5, and ESF-6 Leads/Coordinators as well as the County Court.**	*ESF 4 Annex of the Marion County EOP*
	- **Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.**	
	❑ **Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the County.**	*ICS Form 209: Incident Status Summary.*
	- **Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.**	
	❑ **Develop and initiate shift rotation plans, including briefing of replacements during shift changes.**	
	- **Dedicate time during each shift to preparing for shift change briefings.**	*ICS Form 201: Incident Briefing*
	❑ **Confirm or establish communications links among local and County EOCs, other AOC, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.**	*ESF 2 Annex of the Marion County EOP*
	❑ **Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.**	*Established emergency contact lists maintained at the EOC*
	❑ **Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of the incident so dictates.**	
	❑ **Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.**	*Local, agency, and facility-specific SOPs*

Phase of Activity	Action Items	Supplemental Information
	❑ Conduct and obtain current damage reports and determine the affected area (recurring).	
	❑ Determine the need to conduct evacuations and sheltering activities (recurring). Evacuation activities will be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs)	*ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the Marion County EOP*
	❑ Determine the need for additional resources and request as necessary through appropriate channels (recurring).	*ESF 7 Annex of the Marion County EOP*
	❑ Submit a request for emergency/disaster declaration, as applicable.	*Section 1 of the Marion County EOP*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	*ICS Resource Tracking Forms* *ESF 7 Annex of the Marion County EOP*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a JIC and designate a lead PIO for the County.	*ESF 15 Annex of the Marion County EOP*
	❑ Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (recurring).	
	- Public information will be reviewed by the IC or designee. Information will be approved for release by the IC and lead PIO prior to dissemination to the public.	*ESF 15 Annex of the Marion County EOP*
	❑ Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	*EOC Planning Section job action guide*
	❑ Record all incoming and outgoing messages (recurring). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	❑ Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	
	❑ Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	*ICS Form 202: Incident Objectives.*
	❑ Implement objectives and tasks outlined in the IAP (recurring).	
	❑ Coordinate with private sector partners as needed.	

Phase of Activity	Action Items	Supplemental Information
	❑ Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	❑ Ensure that an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	❑ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 14 Annex of the Marion County EOP*
	❑ Release mutual aid resources as soon as possible.	
	❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	❑ Deactivate/demobilize EOCs, AOCs, and command posts.	
	❑ Correct response deficiencies reflected in the IP.	
	❑ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	❑ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	