Incident Annex 7. Drought

Coordinating Department/Agency:　　Coos County Emergency Management office
Cooperating Departments/Agencies:

Drought Incident Checklist		
Phase of Activity	**Action Items**	**Supplemental Information**
PRE-INCIDENT	❑ Continue to maintain and revise applicable response plans pertaining to drought, including the Coos County EOP and supporting procedures and plans.	
	❑ Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	❑ Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	– Prepare scripts 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 Coos County Emergency Management office in coordination with applicable ESFs.	
	❑ Participate in county drought preparedness activities, seeking understanding of interactions with local jurisdictions in a drought scenario.	
	❑ Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the county EOC.	
	❑ Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.	
	❑ Inform Coos County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of public works equipment, etc.).	
	❑ Work with county agencies/departments to ensure new construction does not increase hazards or vulnerability threat.	
	❑ Ensure that maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	❑ Provide public safety information and educational programs regarding emergency preparedness and response, as well as water conservation.	

Phase of Activity	Action Items	Supplemental Information
RESPONSE	❑ When deemed necessary, activate the Coos County EOP when drought and other water shortage incidents pose a threat.	
	❑ Activate the county EOC (if approved) and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command with neighboring jurisdictions. Staffing levels will vary with the complexity and needs of the response. At a minimum, the IC, Section Chiefs, Resource Coordinator, and management support positions will likely be needed.	
	❑ Estimate emergency staffing levels and request personnel support.	
	❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	❑ Develop work assignments for ICS positions (recurring).	*ICS Form 203, Organization Assignment List*
	❑ Notify supporting agencies through applicable ESF Leads/Coordinators.	
	– Identify local, county, 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 the county EOC, jurisdictional EOCs, and state ECC. Confirm operable telephone numbers and verify functionality of alternate communication systems.	*ESF 2*
	❑ Ensure all required notifications have been completed. Consider other local, regional, 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*

Phase of Activity	Action Items	Supplemental Information
	❑ Manage and coordinate interagency functions. Assimilate into a Unified Command structure if the scope of the incident dictates.	
	❑ Implement local plans and procedures for drought and/or water shortage operations. Ensure copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	*Local, agency, and facility-specific SOPs*
	❑ Conduct and obtain current damage reports and determine the affected area (recurring).	
	❑ Repair and restore essential services and vital systems as required.	
	❑ Secure assistance from private contractors/vendors as needed.	
	❑ Provide emergency power as needed to maintain service to the community.	
	❑ Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (recurring).	*ESF 7*
	❑ Submit a request for emergency declaration, as applicable.	*Section 1 of Coos County EOP Basic Plan*
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential and 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*
	❑ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	❑ Establish a Joint Information Center (JIC) or coordinate with jurisdictional JIC(s). Staff JIC(s) with appropriate PIO(s) as required.	*ESF 15*
	❑ Formulate emergency public information messages and media responses using "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*

Phase of Activity	Action Items	Supplemental Information
	❑ Record all EOC and individual personnel activities (recurring). All assignments, persons 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 Director (Manager) and staff will assemble a situation report.	
	❑ Develop and update the IAP (recurring). The IAP 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).	
	❑ Ensure that reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION	❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	❑ Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations.	
	❑ Activate if necessary the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	*ESF 5 and ESF 14*
	❑ Make recommendations to county agencies/departments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	❑ 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 (IP).	
	❑ Deactivate/demobilize the EOC.	
	❑ Correct response deficiencies reflected in the After Action Report/Improvement Plan.	
	❑ 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).	