

<p style="text-align: center;">PUBLIC OFFICIAL'S POCKET GUIDE TO DISASTERS <u>Notification of an Emergency</u></p> <p>Notified by _____ Time _____ Type of Emergency _____ Location _____</p> <p><input type="checkbox"/> Activation of Emergency Operations Center (EOC) <input type="checkbox"/> Available communication</p> <p style="text-align: center;">Incident Size-up</p> <p><input type="checkbox"/> Type <input type="checkbox"/> Magnitude <input type="checkbox"/> Casualties and property damage <input type="checkbox"/> Other impacts</p> <p style="text-align: center;">Resources</p> <p><input type="checkbox"/> National Incident Management command status <input type="checkbox"/> Int./Ext. resources required <input type="checkbox"/> Int./Ext. resources committed <input type="checkbox"/> EOC status and location <input type="checkbox"/> Other authorities notified</p>	<p style="text-align: center;">PUBLIC OFFICIAL'S POCKET GUIDE TO DISASTERS <u>1 • Immediate Action</u></p> <p><input type="checkbox"/> Begin personal log</p> <p><input type="checkbox"/> Establish contact with Office of Emergency Services/activate EOC</p> <ul style="list-style-type: none"> • Review Emergency Response Plans • Insure alert and warning functions conducted <p><input type="checkbox"/> Direct staff to assess and report on problems, resources, shortfalls, policy needs and options</p> <p><input type="checkbox"/> Chair Policy Group assessment meeting</p> <p><input type="checkbox"/> Issue emergency declarations as needed</p> <p><input type="checkbox"/> Set reporting procedures</p> <p><input type="checkbox"/> Remind staff to keep complete logs of actions and financial records</p> <p><input type="checkbox"/> Begin liaison with other officials</p>	<p style="text-align: center;">PUBLIC OFFICIAL'S POCKET GUIDE TO DISASTERS <u>2 • Personal</u></p> <p><input type="checkbox"/> Tell family your destination and how to contact you</p> <p><input type="checkbox"/> Take medications, toiletries and clothes</p> <p><input type="checkbox"/> Take a list of peers to contact for advice</p> <p><input type="checkbox"/> Remember that your role is policy-making, not operational</p> <p><input type="checkbox"/> Take personal tape recorder</p> <p><input type="checkbox"/> Other things to remember: _____ _____ _____</p>
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<p style="text-align: center;">PUBLIC OFFICIAL'S POCKET GUIDE TO DISASTERS 3 • Legal</p> <p><input type="checkbox"/> Contact legal advisors</p> <p><input type="checkbox"/> Review legal responsibilities and authorities:</p> <ul style="list-style-type: none"> • Emergency declarations • Chain of succession • Inter-governmental aid • Curfews • Price controls • Other restrictions <p><input type="checkbox"/> Monitor equity of service based on needs and risks</p> <ul style="list-style-type: none"> • Maintain balance between public welfare and citizens' rights <p><input type="checkbox"/> Have status of contracts reviewed</p>	<p style="text-align: center;">PUBLIC OFFICIAL'S POCKET GUIDE TO DISASTERS 4 • Political</p> <p><input type="checkbox"/> Recognize accountability</p> <p style="padding-left: 40px;">Check provisions for Policy Group:</p> <ul style="list-style-type: none"> • Space at EOC • Situation reports • Staff updates on politically sensitive issues such as life and property losses, service interruptions, utility restoration, shelters, etc. <p><input type="checkbox"/> Establish and evaluate policy decisions throughout the incident</p> <p><input type="checkbox"/> Confer with selected officials when problems arise</p> <p><input type="checkbox"/> Use elected officials to request assistance from public and private organizations</p>	<p style="text-align: center;">PUBLIC OFFICIAL'S POCKET GUIDE TO DISASTERS 5 • Public Information</p> <p><input type="checkbox"/> Check plans to inform the public through the media</p> <ul style="list-style-type: none"> • Designate single Public Information Officer (PIO) • Evaluate media capabilities and monitor media coverage • Establish Joint Information Center (JIC) • Establish media policies for updates and access <hr/> <p style="text-align: center;">Visit www.BeReadyUtah.org for more information</p>
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