

**IA3**

**Drought**

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**Drought Incident Checklist**

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be in the form of personnel and equipment as requested by the affected area.

Phase of Activity	Action Items	Supplemental Information
<b>PRE-INCIDENT PHASE</b>	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought including the Marion County EOP and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	<ul style="list-style-type: none"> <li>- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Prepare radio messaging to be used by local radio stations for emergency broadcast.</li> </ul>	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Marion County Emergency Management in coordination with ESF-6 Lead.	
	<input type="checkbox"/> Participate in Marion County drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County EOC.	
	<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.	
	<input type="checkbox"/> Inform Marion County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
	<input type="checkbox"/> Ensure that city maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.		

Phase of Activity	Action Items	Supplemental Information
<b>RESPONSE PHASE</b>	<input type="checkbox"/> When deemed necessary, activate the Marion County EOP when drought and other water shortage incidents pose a threat.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a UC. Tribal 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.	<i>ESF 5 Annex of the Marion County EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	<input type="checkbox"/> Develop work assignments for ICS positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies through ESF-5 and ESF-6 Leads/Coordinators as well as the County Court.	<i>ESF 4 Annex of the Marion County EOP</i>
	<ul style="list-style-type: none"> <li>- Identify local, regional, state, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.</li> </ul>	
	<input type="checkbox"/> 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.	<i>ICS Form 209: Incident Status Summary.</i>
	<ul style="list-style-type: none"> <li>- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.</li> </ul>	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> <li>- Dedicate time during each shift to preparing for shift change briefings.</li> </ul>	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other AOCs, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	<i>ESF 2 Annex of the Marion County EOP</i>
	<input type="checkbox"/> Ensure that 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.	<i>Established emergency contact lists maintained at the EOC</i>
	<input type="checkbox"/> 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.	
<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>	

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (recurring).	
	<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
	<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
	<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
	<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>ESF 7 Annex of the Marion County EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1 of the Marion County EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> 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.	<i>ICS Resource Tracking Forms</i>  <i>ESF 7 Annex of the Marion County EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC and designate a lead PIO for the County.	<i>ESF 15 Annex of the Marion County EOP</i>
	<input type="checkbox"/> 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 with support from tribal liaison(s) prior to dissemination to the public.	<i>ESF 15 Annex of the Marion County EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the person sending/receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives.</i>

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<input type="checkbox"/> 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.	
<b>RECOVERY/DEMOBILIZATION PHASE</b>	<input type="checkbox"/> Ensure that an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>ESF 14 Annex of the Marion County EOP</i>
	<input type="checkbox"/> Make recommendations to city and County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOCs, AOCs, and command posts.	
	<input type="checkbox"/> Correct response deficiencies reflected in the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website ( <a href="http://www.llis.gov">www.llis.gov</a> )	