



Emergency Incident Job Aid

Town Clerk v2.0

☐ **Gain and Maintain Situational Awareness:**

- ☐ What is happening and how bad is it?
 - Contact FD, Local Police, PW, Sheriff, County Department(s)
 - Consider Life Safety, Scene Stabilization, Property Conservation
- ☐ Perform a (PDA) Preliminary Damage Assessment.
- ☐ Complete a (RNA) Rapid Needs Assessment.
- ☐ Should a (SOE) State of Emergency be declared? If so, transmit necessary paperwork.
 - Emergency Orders
- ☐ Communicate your status (good or bad) to County OEM.

☐ **Support Immediate Life Safety Initiatives:**

- ☐ When under a Local SOE, uncommon use of equipment is allowed.
 - Dump trucks, Front-end Loaders, Agricultural Vehicles = High Axel Vehicles
- ☐ Update Emergency Orders as Necessary (Public Message)
 - Consider/Support Short-term Shelter Ops – Arranged, In place and Functioning
- ☐ Open and Support: (Use ICS Structure)
 - Emergency Operations Center(EOC)
 - Command Posts (CP)
- ☐ Communicate/Contact: (Status)
 - Local Utilities
 - Hospital(s)/Nursing Home(s)
 - DPW Road Conditions
 - Other Critical Infrastructure(s)

☐ **Support stabilization efforts:**

- ☐ Revisit and Fortify any Previous Steps That Were Done as Stop-Gap Measures
- ☐ Update and Distribute Public Message with IC and PIO
- ☐ Perform Secondary Needs Assessment

☐ **Human Needs:**

- ☐ Water, Ready-to-Eat Meals (MREs), Comfort Kits, Cots/Blankets/Pillows.
- ☐ Medications, Critical Documents, Workforce Notifications.
- ☐ Baby Formula, Diapers (Baby and Adult).
- ☐ Establish Comm. Center- to reach family, friends, insurance companies, etc.
- ☐ Provide Shelters with Timely and Consistent Information Updates.
- ☐ Communicate Status to County EOC

☐ **Property Conservation:**

- ☐ Protect Critical Records
- ☐ Improve Defensive Structures and/or Operations
- ☐ Protect Environmentally Sensitive/Historic Properties

☐ **Documentation:**

- Maintain, Collect, Track All Costs:
 - Employee Straight and Overtime
 - Emergency Repair(s)
 - Temporary Help
 - Emergency Expenditures
- Complete Article 2(b) Requirements:
 - Submit Declaration to:
 - NYS OEM Regional Office and/or
 - NYS Watch Center and/or
 - County EOC and/or
 - Department of State
 - Local Newspaper

Remember To:

Maintain Communications with County EOC and/or County Emergency Manager

Brief Local Elected Official(s)

Keep Public (Media) Informed

Document Everything

Create and Engage a Spending Plan

Perform Continual Size-Up