

CITY OF NORTHFIELD
Disaster Checklist
City Council

The Mayor of the City of Northfield will be responsible for ensuring overall direction of policy making decisions regarding city government resources involved in the response to a disaster.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

INITIAL RESPONSE ISSUES

- _____ If you have not received official notification, contact Mayor for details.
- _____ Ensure that the Emergency Service Commander or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).
- _____ Plan for any potential impacts on personal family and employment needs.
- _____ Request a briefing from the Mayor or City Administrator ASAP.
- _____ Request a briefing from the Emergency Service Commander ASAP if the Administrator is not available.
- _____ Be ready to respond to City Hall if an emergency meeting is necessary.
- _____ Be ready to confirm the Mayor's declaration of local emergency if necessary (City Code 18.30).
- _____ Pass along to the public official city communication on messaging about the emergency as appropriate or necessary.
- _____ Share appropriate concerns or information from the public to the City Administrator.
- _____ Authorize the finance department to waive the bidding process and assign a Purchase Order (PO) number for all disaster purchases and activities, if necessary.
- _____ Review Section 9 - 13 in the "Emergency Management Handbook for Government Officials."

LIFE SAFETY ISSUES

- _____ Make sure your family is prepared for your being gone over a period of time and that their needs are met.
- _____ Make sure all of your personal needs are met for a long-term duration (Check Handbook).

SECONDARY ISSUES

- _____ Make plans for rotating your responsibilities if long term situation.