

CITY OF NORTHFIELD
Disaster Checklist
MAYOR

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 City Administrator 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 City Administrator ASAP.
- _____ Request a briefing from the Emergency Service Commander ASAP if the Administrator is not available.
- _____ Review the Administrators Checklist if the Administrator is not available.
- _____ Discuss the responsibilities of that position with the person replacing the Administrator to ensure everyone understands their responsibility.
- _____ Be ready to respond to the EOC or City Hall if an emergency meeting is necessary.
- _____ Be ready to issue a declaration of local emergency (Minnesota Statutes 12.29).
- _____ Consult with City Administrator to determine if any communication and/or convening of the City Council is appropriate or necessary.
- _____ Consult with City Administrator who serves as Public Information Officer to determine appropriate actions related to Public Information. May serve as spokesperson in certain situations.
- _____ In consultation with the City Administrator and Emergency Service Commander, determine whether or not county, state or federal assistance should be requested.
- _____ 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.