

***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.