CIVIL DISORDER CHECK LIST

Emergency Management / Incident Commander

Planning

☐ Ensure public officials are well informed regarding the potential for civil unrest.
☐ Confer with local, state and federal law enforcement to monitor the potential for civil unrest or disturbance.
☐ Estimate need for auxiliary forces.
☐ Ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence.
☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation, if such an activation becomes necessary.
☐ Negotiate mutual aid agreements. Obtain agreements with those jurisdictions, including reimbursement costs, if any.
☐ Prepare to assist law enforcement with support resources.
☐ Maintain resource listings.
☐ Conduct hazard analysis of vital facilities and the impact of a civil unrest or riot incident on one or more of those facilities.
☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations. Confer and coordinate with other jurisdictions to shelter (as appropriate) county citizens.
Response

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
  - Number of killed or injured
  - General boundary of the effected area
  - The general extent of damages
  - The general extent of power or other utility disruption
  - Immediate needs of response forces
  - If there are any fires in the area
  - If any looting has or is occurring
  - Location of any triage area
  - Location of any congregate care area established.

- Evaluate overall county situation.
- Establish communications with the State.
- Establish communications with and request a liaison from electric and gas utilities as appropriate.
- Establish ongoing reporting from the response forces services, private agencies and utilities.
- Establish incident command.
- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas using available response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
Establish a schedule for briefings.
Brief city/county/agency/utility executives.
Provide PIO with updated information.
Provide response forces with updated information, as appropriate.
Cause public information to be released, via the public information officer (PIO) as soon as practical.
Issue action guidance as appropriate.
Establish 24/7 duty roster for the EOC and/or command post.
Develop and post any required maps or diagrams.
Activate an events log.
Review and follow resource procurement procedure.
Inventory additional resources that may be used or called upon for use.
Activate formal resource request procedure and resource tracking.
Coordinate all resource requests being forwarded to the State.
Activate financial tracking plan coordinated by the Finance Officer.
Activate damage assessment and follow damage assessment procedure.
Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
Conduct a “second shift” or relieving shift briefing.
Discuss with and present to your relief, the incident action plan for the next 12 hours.
Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from law enforcement regarding any potential for additional or prolonged incidents.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
  - Personnel that responded and the time involved in the response.
  - Time sheets or time logs.
  - Supplies used.
  - Contracts issued.
  - Purchase orders issued.
  - Any other expenditures.
  - Damages to public buildings, equipment, utilities, etc.
  - Loss of life of any public servant.
  - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
  - FEMA
  - State
  - Local elected officials
  - County/City /Town Managers
  - Others requiring or requesting reports
Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.

Establish donated goods management based on policy and procedure.

Local civil unrest issues are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.

Ensure public officials are made aware of the assistance application process, if applicable.

Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.

Perform an incident critique as soon as possible with all possible response organizations.

Review agency and self performance.

Review the weaknesses of the plan.

Correct weaknesses.

Implement hazard mitigation or modify hazard mitigation plan accordingly.

Brief elected officials with updated information and disaster recovery progress.