

ESF #2 – CHECKLIST OF ACTIONS BY TIME FRAME

The following table provides examples of tasks to be accomplished in each operational time frame.

TIME FRAME	ACTIONS
<p>Prevention: <i>Activities designed to prevent or lessen the effects of a hazard.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> When practical, protect equipment against lightning strikes and electromagnetic pulse (EMP) effects. <input type="checkbox"/> Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
<p>Preparedness: <i>Activities designed to improve readiness capabilities.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure alternate or backup communications systems are available. <input type="checkbox"/> Coordinate common communications procedures. <input type="checkbox"/> Develop and test emergency procedures. <input type="checkbox"/> Develop mutual aid agreements. <input type="checkbox"/> Develop and/or review procedures for the crisis augmentation of resources. <input type="checkbox"/> Review departmental Standard Operating Procedures and maintain personnel call up lists. <input type="checkbox"/> Participate in Emergency Management training and exercises. <input type="checkbox"/> Develop and maintain a communications resource inventory.
<p>Response: <i>Activities designed to save lives, protect property and contain the effects of an event.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations. <input type="checkbox"/> Implement procedure to inspect and protect communications equipment. <input type="checkbox"/> Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis. <input type="checkbox"/> Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.
<p>Recovery: <i>Activities designed to ensure continued public safety and return the community to pre-disaster levels.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to perform tasks necessary to expedite restoration and recovery operations. <input type="checkbox"/> Gradually revert assignments and personnel requirements to normal. <input type="checkbox"/> Evaluate response, and make necessary changes

	<p>in this ESF Annex to improve future operations.</p> <ul style="list-style-type: none"><input type="checkbox"/> Phase down operations, as appropriate.<input type="checkbox"/> Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.<input type="checkbox"/> Participate in after action reports and meetings as requested.
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