

ESF #7 – 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 impact of a disaster.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure emergency contracts are in place to prevent resource shortages in an emergency.
<p>Preparedness: <i>Activities designed to increase readiness and awareness.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain this ESF Annex as well as supporting operating procedures. <input type="checkbox"/> Review all portions of the EOP to ensure proper coordination of resource support activities. <input type="checkbox"/> Ensure resource support personnel receive appropriate emergency training. <input type="checkbox"/> Establish contact with private resources that could provide support during an emergency. <input type="checkbox"/> Participate in Emergency Management training and exercises.
<p>Response: <i>Activities designed to prevent injury, damage or loss of life.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain resources on a priority basis as determined by the EOC Team (s). <input type="checkbox"/> Activate additional resource support personnel. <input type="checkbox"/> Work with the EOC staff to establish priorities. <input type="checkbox"/> If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed. <input type="checkbox"/> Activate mutual aid. <input type="checkbox"/> Maintain an inventory system to track supplies used in the disaster. <input type="checkbox"/> Maintain accurate records of resources utilized and funds expended and submit reports.
<p>Recovery: <i>Activities designed to return the community to normal levels of functioning.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Return staffing to normal levels as dictated by the event. <input type="checkbox"/> Identify unused resources in the community. <input type="checkbox"/> Stand down any facilities no longer in use. <input type="checkbox"/> Dispose of excess supplies. <input type="checkbox"/> Participate in after-action reports and critiques.