MAJOR POWER FAILURE CHECK LIST

Emergency Management / Incident Commander

Planning

☐ Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.

☐ Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.

☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.

☐ Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.

☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.

☐ Procure or produce information pamphlets for distribution to the public with assistance from utilities. "What to do When the Lights Go Out".

☐ 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, as appropriate.
Response

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist.

- 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:
  - General boundary of the effected area
  - The general extent of power or other utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected

- Evaluate overall county situation.
- Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)
- 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 and utilities.
- Establish incident command.
- 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.
If appropriate, establish a Joint Information Center (JIC) with the utility.
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 utilities regarding potential for additional immediate or prolonged outages.
☐ 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.
☐ 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 power outages 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.