

CHAPTER 1

GENERAL EMERGENCY MANAGEMENT CHECKLIST

The first officer on scene is the Incident Commander (IC) and should immediately assess the situation and report the findings to the communications center and/or the next level of command (see Chapter 7 for ICS checklist). Refer to HPM 50.1, *Emergency Incident Management Planning and Operations Manual*.

Time

- _____ Take action necessary to ensure safety of the public and the environment.
- _____ Type of incident _____
 - If hazardous material spill, refer to Chapter 5 of this guide.
- _____ Location _____
- _____ Type of vehicles, structures, etc. _____
- _____ Size of involved area _____
- _____ Number of additional personnel and other assistance required _____

- _____ Access routes for emergency equipment _____

- _____ Numbers and types of casualties _____
- _____ Determine if California Highway Patrol (CHP) jurisdiction.
- _____ Notify appropriate departmental command levels.
- _____ Consider evacuation needs (Chapter 6 of this guide).
- _____ Establish command post.
 - Choose a safe location suitable for observation of the operation and coordinate with other agencies.
 - Identify the command post location (antenna flag, distinctive sign, etc.) and notify the communications center of your location.
 - Identify the best route to the command post.
 - Designate alternative routes (detours).
 - If necessary, identify a controlled area for the media.
 - If resources require it, identify a staging area.
- _____ Consider using CHP or allied agency aircraft if they are available/necessary.

- _____ Notify other agencies with concurrent interest and/or responsibility.
 - Police, sheriff, fire, California Department of Transportation (Caltrans), etc.
- _____ Report damage and casualties promptly.
- _____ Assign duties to arriving personnel.
- _____ Coordinate immediate mitigation efforts.
- _____ Consider initiating a Code 20 (media notification).
 - Notify public information officer (PIO).
- _____ If necessary, initiate/continue a chronological log of events using an ICS 214 form (Computer Aided Dispatching [CAD] will begin a log automatically).
- _____ Assign a check-in recorder to record arriving personnel and equipment resources (May use an ICS 211 form).
- _____ Initiate Area's Emergency Operations Plan.
- _____ Assess available communications.
 - Radio, telephone (cellular and land line), operational dial telephone, etc.
- _____ Activate the call-back system.
- _____ Survey key facilities and roadways for damage.
- _____ Consider the need for public information releases.
- _____ Continue to monitor, record, and coordinate efforts until relieved or all emergency operations have been terminated.
- _____ Ensure submission of situation status reports.
- _____ Issue Highway Emergency/Weather Advisory Bulletin (HEWAB) as needed.
- _____ Consider unusual occurrence reporting policy (GO 100.80, *Notification and Report of Emergencies and Unusual Occurrences*).
 - Situations where CHP personnel are involved in any activity which results in the serious injury or death of any person.
 - A uniformed or non-uniformed member of the Department or uniformed member of an allied agency is seriously injured or killed.
 - Criminal assault on departmental personnel.
 - All shootings (HPM 70.6, *Officer Safety Manual*, Chapter 2).
 - Bomb incidents (HPM 50.1, *Emergency Incident Management, Planning and Operations Manual*).
 - Any accident involving fire and/or explosion at any state facility (HPM 11.1, *Administrative Procedures Manual*).

- Incidents involving federal or state legislator, constitutional officer, federal judge, or Supreme/Appellate Court Justice (physical arrest, citation, assistance, collision, etc.).
- Actual or potential internal strife.
- Hazardous materials incidents resulting in death, serious injury, major property damage, extensive air or water pollution, or contamination (HPM 84.2, *Hazardous Materials Transportation and Incident Management*, Chapter 11).
- Any heavy truck-involved collision resulting in multiple fatalities or significant hazardous material spills.
- School bus involved collisions.
- Natural disasters.
- Departmental response to a railroad accident.
- Traffic collisions involving freeway blockages in excess of 90 minutes.
- Major or newsworthy traffic collisions.
- Acts or suspected acts of terrorism.
- Civil disturbances involving mutual aid or greater-than-normal dedication of departmental personnel.
- Amber Alert requests or Amber Alert information commanders judge to be urgent in nature.
- Weather conditions and/or highway emergencies which may adversely impact the safety of the motoring public

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