

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Command Level Meeting

Checklist

This checklist will help you prepare for and lead Command Level Meetings during each operational period starting at 72 hours. Command Level Meetings should include the **Command Level Administrator** (if applicable), **External Communications Liaison**, **Business Continuity Chief**, **Logistics Chief** and **Housing Chief**. These meetings support the coordination, communication and information-sharing required for a successful disaster response.

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| Leading Section/Staff Role  **96 Hours** Pre-Event | Preparing for the First Command Level Meeting |
| All Sections | Collect and share information in anticipation of event. |
| All Sections | Confirm schedule for future Command Level Meetings. Remind Section Chiefs to schedule Section Meetings prior to Command Level Meetings. |



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| Lead | First Command Level Meeting |
| All Sections | Meet with Section Chiefs and make sure each section is prepared to manage the disaster. Ensure that Section Chiefs have a full understanding of the scenario. Review information and preparedness to date to ensure necessary information is in place. |
| All Sections | Remind Section Chiefs to coordinate with Team Leaders. |
| All Sections | Discuss updates from organizational leadership. |
| All Sections | If municipality gives an evacuation order, call for an evacuation. Building shutdown decision has to be made and clearly communicated throughout the organization. |

**72 Hours** Pre-Event



**72 Hours** Pre-Event

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| Lead | First Command Level Meeting |
| **External**  **Communications**  **Liaison** | Provide updates on Advanced Warning System (AWS). |
| **Logistics Chief** and **Business Continuity Chief** | Review vulnerability of the central office to event damage and if necessary, determine location of Emergency Operations Center (EOC). If relocation of central office is required, determine logistical needs to set up EOC with **Business Continuity Chief** and **Logistics Chief**. |
| **Logistics Chief** | Check in on additional resources needed to support EOC. |
| **Housing Chief**, **Logistics Chief** and **Business Continuity Chief** | Discuss pace of building protection preparations, shutdown and reopen times. Confirm that building protection efforts are underway in all properties, for instance, emergency kits are updated. Ensure **Housing Chief** and **Logistics Chief** have all necessary equipment to manage event. |
| **Housing Chief** | Confirm Housing Section's resident engagement efforts are underway in all properties, including flyer distribution. If evacuating, ensure Housing Section is ready for evacuation and shutdown. Determine if you will be using stay teams if evacuating and make provisions for health and safety. |
| **Business Continuity Chief** | Address staffing gaps and needs due to vacations, leave and vulnerability to event damage. |
| **External**  **Communications**  **Liaison** | Check on messaging and update emergency number and website with critical update information. |
| **Business Continuity Chief** | Ensure all IT systems are engaged and updated and staff have access to them. |
| **Logistics Chief** and **Business Continuity Chief** | Verify that supplies and equipment are adequate. Address any resource problems with **Logistics Chief** regarding missing supplies and additional supply and cash needs. Ensure all sections have conveyed list of items that must be procured in advance. |
| **Business Continuity Chief** | Confirm documentation forms are available for staff to use for disaster-related expenses and work assignments. These will be necessary for insurance and reimbursement for damages. |



**48 Hours** Pre-Event

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| Lead | Second Command Level Meeting |
| All Sections | Discuss updates from organizational leadership. |
| All Sections | Provide updates on AWS, evacuation and whether additional government agency resources are necessary. If an evacuation order is given by municipality, call for an evacuation. |
| All Sections | Check status of EOC. Update Chiefs on plan for operations, including in-person, phone or virtual communication. |
| **Housing Chief** and **Logistics Chief** | If evacuating, ensure Housing Section is ready for evacuation and shutdown. Confirm that building protection efforts are underway in all properties, for instance, emergency kits are updated. Ensure Housing Section has all necessary equipment to manage disaster. |
| **Housing Chief** | Confirm that Housing Section's resident engagement efforts are underway in all properties, including flyer distribution. |
| **Business Continuity Chief** | Address staffing gaps and needs due to vacations, leave and vulnerability to event damage. Confirm staffing contingency plans for safety if using stay teams. Review stay teams, provisions, health and safety. Identify volunteer needs. |
| **Logistics Chief** | Check in on additional resources needed to support EOC. |
| **Business Continuity Chief** | Ensure all IT systems are engaged and updated and staff have access to them. |
| **Logistics Chief** | Verify that supplies and equipment are adequate. Address problems regarding missing supplies and additional supply and cash needs. |



**24 Hours** Pre-Event

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| Lead | Third Command Level Meeting |
| All Sections | If municipality gives an evacuation order, call for an evacuation. Check if building shutdown is necessary and clearly communicate this throughout the organization. Identify and fill preparedness gaps. Identify crucial issues and items that need cross-section coordination. |
| All Sections | Remind Section Chiefs to coordinate with Team Leaders. |
| All Sections | Discuss updates from organizational leadership. |
| All Sections | Provide AWS updates and decide if additional government agency resources are necessary. |
| **Logistics Chief** | Check on additional resources needed to support EOC. |
| **Housing Chief** | Discuss pace of building protection, preparations, shutdown and reopen schedules and address any gaps. |
| **Housing Chief** | Confirm that Housing Section's resident engagement efforts are underway in all properties, including flyer distribution. Housing Section will conduct updates on high-priority residents and provisions for post-event follow-up |
| **Business Continuity Chief** | Address staffing gaps and needs due to vacations, leave and vulnerability to damage. Review stay teams, provisions, health and safety. |
| **External Communications Liaison** | Check on messaging and updates to external stakeholders with critical update information. |
| **Business Continuity Chief** | Ensure all IT systems are engaged and field staff questions. |
| **Logistics Chief** | Verify that supplies and equipment are adequate. Address problems regarding missing supplies and additional supply and cash needs. |



**12 Hours** Pre-Event

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| Lead | Fourth Command Level Meeting |
| All Sections | Discuss updates from organizational leadership. |
| **External Communications Liaison** | Provide AWS updates. |
| **Logistics Chief** | Check in on additional resources needed to support EOC. |
| **Housing Chief** | Discuss pace of building protection preparations and shutdown and reopen schedule and address any gaps including evacuation, continuity and logistics. |
| **Housing Chief** | Confirm that resident engagement efforts are underway in all properties, including flyer distribution. Determine emergency situations in buildings with high-priority residents. Housing Section will conduct updates on high-priority residents and provisions for post-event follow-up. |
| **Business Continuity Chief** | Address staffing gaps and needs due to vacations, leave and vulnerability to event damage. Review stay teams, provisions, health and safety. |
| **Business Continuity Chief** | Ensure all IT systems are engaged and updated and that staff have access. |
| **Business Continuity Chief** | Address with **Logistics Chief** missing supplies and additional supply and cash needs. |



**EVENT**



**Immediately Following** Event

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| Lead | Fifth Command Level Meeting |
| All Sections | Command Level Meeting will be held, possibly by conference call if buildings are damaged or staff does not have access. Discuss continuity of operations and assessment of damage. |
| All Sections | Discuss updates from organizational leadership. |
| **External Communications Liaison** | Provide AWS updates and relevant feedback on first-responder agency. |
| **Logistics Chief** and **Business Continuity Chief** | Check in on additional resources needed to support EOC. |
| **Housing Chief** | Make initial assessment of damage sustained. Discuss pace of building repairs and reopening schedule and address any gaps. Identify emergency situations in buildings and with high-priority residents. Confirm that resident engagement efforts are underway in all properties, including flyer distribution. |
| **Business Continuity Chief** | Address staffing gaps and needs due to vacations, leave and vulnerability to event damage. Review stay teams, provisions, health and safety. Address need for volunteers. |
| **External Communications Liaison** | Check on updates to emergency number message and website. |
| **Logistics Chief** | With **Logistics Chief** address problems regarding missing supplies and additional supply and cash needs. |



**12 Hours** Post-Event

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| Lead | Sixth Command Level Meeting |
| All Sections | Discuss continuity of operations, assessment of damage and disaster follow-up. |
| All Sections | Discuss updates from organizational leadership. |
| **External Communications Liaison** | Provide AWS updates and relevant feedback on first-responder agency. |
| **Logistics Chief** | Check on additional resources needed to support EOC. |
| **Housing Chief** | Plan for building repairs. Provide update on any building not yet operational. Check on status of housing habitability and plan accordingly. |
| **Housing Chief** | Housing Section to conduct updates on high-priority residents and post-disaster follow-up. Provide update on security measures. Determine emergency situations in buildings with high-priority residents. |
| **Business Continuity Chief** | Address staffing gaps and needs due to vacations, leave and vulnerability to disaster damage. Review stay teams, provisions, health and safety. |
| **External Communications Liaison** | Check on updates to emergency number message and website. |
| **Logistics Chief** | With **Logistics Chief** address resource problems regarding missing supplies and additional supply and cash needs. |