



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.



96 Hours Pre-Event

Leading Section/Staff Role	Preparing for the First Command Level Meeting
<input type="checkbox"/> All Sections	Collect and share information in anticipation of event.
<input type="checkbox"/> All Sections	Confirm schedule for future Command Level Meetings. Remind Section Chiefs to schedule Section Meetings prior to Command Level Meetings.



72 Hours Pre-Event

Lead	First Command Level Meeting
<input type="checkbox"/> 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.
<input type="checkbox"/> All Sections	Remind Section Chiefs to coordinate with Team Leaders.
<input type="checkbox"/> All Sections	Discuss updates from organizational leadership.
<input type="checkbox"/> 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.



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72 Hours Pre-Event

Lead	First Command Level Meeting
<input type="checkbox"/> External Communications Liaison	Provide updates on Advanced Warning System (AWS).
<input type="checkbox"/> 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 .
<input type="checkbox"/> Logistics Chief	Check in on additional resources needed to support EOC.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> Business Continuity Chief	Address staffing gaps and needs due to vacations, leave and vulnerability to event damage.
<input type="checkbox"/> External Communications Liaison	Check on messaging and update emergency number and website with critical update information.
<input type="checkbox"/> Business Continuity Chief	Ensure all IT systems are engaged and updated and staff have access to them.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.



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48 Hours Pre-Event

Lead	Second Command Level Meeting
<input type="checkbox"/> All Sections	Discuss updates from organizational leadership.
<input type="checkbox"/> 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.
<input type="checkbox"/> All Sections	Check status of EOC. Update Chiefs on plan for operations, including in-person, phone or virtual communication.
<input type="checkbox"/> 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.
<input type="checkbox"/> Housing Chief	Confirm that Housing Section's resident engagement efforts are underway in all properties, including flyer distribution.
<input type="checkbox"/> 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.
<input type="checkbox"/> Logistics Chief	Check in on additional resources needed to support EOC.
<input type="checkbox"/> Business Continuity Chief	Ensure all IT systems are engaged and updated and staff have access to them.
<input type="checkbox"/> Logistics Chief	Verify that supplies and equipment are adequate. Address problems regarding missing supplies and additional supply and cash needs.



24 Hours Pre-Event

Lead	Third Command Level Meeting
<input type="checkbox"/> 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.
<input type="checkbox"/> All Sections	Remind Section Chiefs to coordinate with Team Leaders.
<input type="checkbox"/> All Sections	Discuss updates from organizational leadership.
<input type="checkbox"/> All Sections	Provide AWS updates and decide if additional government agency resources are necessary.
<input type="checkbox"/> Logistics Chief	Check on additional resources needed to support EOC.
<input type="checkbox"/> Housing Chief	Discuss pace of building protection, preparations, shutdown and reopen schedules and address any gaps.
<input type="checkbox"/> 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
<input type="checkbox"/> Business Continuity Chief	Address staffing gaps and needs due to vacations, leave and vulnerability to damage. Review stay teams, provisions, health and safety.
<input type="checkbox"/> External Communications Liaison	Check on messaging and updates to external stakeholders with critical update information.
<input type="checkbox"/> Business Continuity Chief	Ensure all IT systems are engaged and field staff questions.
<input type="checkbox"/> Logistics Chief	Verify that supplies and equipment are adequate. Address problems regarding missing supplies and additional supply and cash needs.



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12 Hours Pre-Event

Lead	Fourth Command Level Meeting
<input type="checkbox"/> All Sections	Discuss updates from organizational leadership.
<input type="checkbox"/> External Communications Liaison	Provide AWS updates.
<input type="checkbox"/> Logistics Chief	Check in on additional resources needed to support EOC.
<input type="checkbox"/> Housing Chief	Discuss pace of building protection preparations and shutdown and reopen schedule and address any gaps including evacuation, continuity and logistics.
<input type="checkbox"/> 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.
<input type="checkbox"/> Business Continuity Chief	Address staffing gaps and needs due to vacations, leave and vulnerability to event damage. Review stay teams, provisions, health and safety.
<input type="checkbox"/> Business Continuity Chief	Ensure all IT systems are engaged and updated and that staff have access.
<input type="checkbox"/> Business Continuity Chief	Address with Logistics Chief missing supplies and additional supply and cash needs.



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EVENT



Immediately Following Event

Lead	Fifth Command Level Meeting
<input type="checkbox"/> 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.
<input type="checkbox"/> All Sections	Discuss updates from organizational leadership.
<input type="checkbox"/> External Communications Liaison	Provide AWS updates and relevant feedback on first-responder agency.
<input type="checkbox"/> Logistics Chief and Business Continuity Chief	Check in on additional resources needed to support EOC.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> External Communications Liaison	Check on updates to emergency number message and website.
<input type="checkbox"/> Logistics Chief	With Logistics Chief address problems regarding missing supplies and additional supply and cash needs.



12 Hours Post-Event

Lead	Sixth Command Level Meeting
<input type="checkbox"/> All Sections	Discuss continuity of operations, assessment of damage and disaster follow-up.
<input type="checkbox"/> All Sections	Discuss updates from organizational leadership.
<input type="checkbox"/> External Communications Liaison	Provide AWS updates and relevant feedback on first-responder agency.
<input type="checkbox"/> Logistics Chief	Check on additional resources needed to support EOC.
<input type="checkbox"/> Housing Chief	Plan for building repairs. Provide update on any building not yet operational. Check on status of housing habitability and plan accordingly.
<input type="checkbox"/> 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.
<input type="checkbox"/> Business Continuity Chief	Address staffing gaps and needs due to vacations, leave and vulnerability to disaster damage. Review stay teams, provisions, health and safety.
<input type="checkbox"/> External Communications Liaison	Check on updates to emergency number message and website.
<input type="checkbox"/> Logistics Chief	With Logistics Chief address resource problems regarding missing supplies and additional supply and cash needs.