

Pre-Storm Checklist

TASK	Comments
96 hours prior to Landfall	
Determine location & intensity of storm impact for planning	Select densest coastal population area in cone of error at 1 category higher than NHC forecast
Estimate meals/day feeding requirement for planning	Use spreadsheet. Coordinate result with other planners, as required.
Estimate peak evacuation shelter population for planning	Use spreadsheet. Coordinate result with other planners, as required.
Request ESF 11 provide inventory of USDA commodities	Make available to TSA, ARC & SMCC
Determine required size of ESF 6 organization	Discuss activation of TF's & Mission Planning Team. Discuss staffing for ESF 6 room.
Identify potential EMAC, Mutual Aid & NGO staff for required ESF 6 org.	Contact EMAC/MA candidates to determine availability. Ask ARC/TSA/SBC to identify TF staff.
Coordinate with FEMA R4 about request for Mission Planning Team	Request MPT if state forecast to be hit by CAT 3 or above
Coordinate the date/time of first mass care conference call for event.	Schedule for next 1000 hours time period. Reserve Room 120C for call. Secure conf call #. Send out invite.
Conduct daily Mass Care conference call	Prepare & disseminate Conference Call Agenda
72 hours prior to Landfall	
Update location & intensity of storm impact for planning	Select densest coastal population area in cone of error at 1 category higher than NHC forecast
Estimate meals/day feeding requirement for planning	Use spreadsheet. Coordinate result with other planners, as required.
Estimate peak evacuation shelter population for planning	Use spreadsheet. Coordinate result with other planners, as required.
Determine who is buying initial & 2nd order of food for field kitchens	Discuss with ARC & ESF 11
Estimate # of field kitchens available	Ask voluntary agencies or use 80% of Meals/day requirement/20k
Determine # of Kitchen Spt Pckgs, reefers & bulk water trailers required	See Appendix 6, ESF 6 SOG
Estimate # of mobile kitchens available.	Ask voluntary agencies or use 20% of Meals/day requirement/1k
Estimate # of feeding vehicles available.	Ask voluntary agencies or use 80% of Meals/day requirement/1k
Estimate # of county resupply points.	Ask voluntary agencies.
Estimate # of trucks of bottled water for 1st delivery to resupply points.	Ask voluntary agencies.
Estimate # of vendor meals available.	Ask ARC
Conduct daily Mass Care conference call	Prepare & disseminate Conference Call Agenda
Attend State Logistics planning meeting with ARC/TSA liaisons.	Confirm time/location of meeting & disseminate to ARC/TSA liaisons
Notify logistics of estimated resource requirements	Provide estimated # of Kitchen Spt Pckgs, reefers, ice, bottled water & bulk water trailers required

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TASK	Comments
48 hours prior to Landfall	
Update location & intensity of storm impact for planning	Select densest coastal population area in cone of error at 1 category higher than NHC forecast
Estimate meals/day feeding requirement for planning	Use spreadsheet. Coordinate result with other planners, as required.
Estimate post landfall requirements for baby food, formula, diapers.	Coordinate with ESF 11 and ARC.
Update peak evacuation shelter population for planning	Use spreadsheet. Coordinate result with other planners, as required.
Estimate landfall +72 hours short term shelter population	Use spreadsheet. Coordinate result with other planners, as required.
Estimate landfall +72 hours FNSS requirements	Use spreadsheet in coordination with Emergency Preparedness Access Coordinator & ARC
Identify tentative kitchen sites	Coordinate with voluntary agencies; ensure identified sites are in EMC
Update estimate # of field kitchens available	Ask voluntary agencies or use 80% of Meals/day requirement/20k
Update # of Kitchen Spt Pckgs, reefers & bulk water trailers required	See Appendix 6, ESF 6 SOG
Update # of mobile kitchens available.	Ask voluntary agencies or use 20% of Meals/day requirement/1k
Update # of feeding vehicles available.	Ask voluntary agencies or use 80% of Meals/day requirement/1k
Update # of county resupply points.	Ask voluntary agencies.
Update # of trucks of bottled water for 1st delivery.	Ask voluntary agencies.
Update # of vendor meals available.	Ask ARC
Estimate Reunification Services Requirements	Coordinate with ARC and FEMA Mass Care Rep
Conduct daily Mass Care conference call	Prepare & disseminate Conference Call Agenda
Attend State Logistics planning meeting with ARC/TSA liaisons.	Confirm time/location of meeting & disseminate to ARC/TSA liaisons
Notify logistics of estimated resource requirements	Update estimated # of Kitchen Spt Pckgs, reefers, ice, bottled water & bulk water trailers required
Verify ARC/TSA resupply points are integrated in State Logistics IAP	Coordinate at Logistics Meeting
Verify ESF 6 resource requirements integrated in State Logistics IAP.	Coordinate at Logistics Meeting
Conduct daily Mass Care conference call	Prepare & disseminate Conference Call Agenda
24 hours prior to Landfall	
Coordinate location & intensity of storm impact for Initial Estimate	See Appendix 5, ESF 6 SOG
Use Initial Estimate to finalize feeding & sheltering resource requirements and shortfalls.	See Appendix 5, ESF 6 SOG
Confirm ARC/TSA county resupply points & initial water requests	Ask voluntary agencies.
Update list of tentative field kitchen sites	Coordinate with voluntary agencies and confirm on mass care conference call.
Establish target date/time field kitchens will be operational	Coordinate with voluntary agencies and confirm on mass care conference call.
Update Reunification Services Requirements	Coordinate with ARC and FEMA Mass Care Rep
Conduct daily Mass Care conference call	Prepare & disseminate Conference Call Agenda
Attend State Logistics planning meeting with ARC/TSA lisions.	Confirm time/location of meeting & disseminate to ARC/TSA liaisons
Coordinate identified resource shortfalls with Logistics	Coordinate at Logistics Meeting
Submit requests to FEMA for identified shortfalls	Coordinate with FEMA Mass Care rep

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Landfall	
Update target date/time field kitchens will be operational	Prepare & disseminate Conference Call Agenda
Update list of tentative field kitchen sites	Coordinate with voluntary agencies and confirm on mass care conference call.
Request update on status of initial food orders for field kitchens.	Coordinate with voluntary agencies, food vendors, ESF 11 and confirm on mass care conference call.
Conduct daily Mass Care conference call	Prepare & disseminate Conference Call Agenda
Provide Mass Care input to POD Distribution for E Plus 24 hours	Coordinate at Logistics Meeting
Identify items for landfall +72 hours Distribution of Emergency Supplies.	Coordinate with voluntary agencies.
Provide to State Logistics quantities of bottles water for ARC/TSA resupply points for E plus 24 hours.	Coordinate at Logistics Meeting
Verify requests to FEMA for resources	Coordinate with FEMA Mass Care rep