

DISASTER RESILIENCE RESOURCES

IF YOU DON'T KNOW
WHERE TO START,
START HERE.

How to RESPOND

During and in the immediate aftermath of a disaster, your focus will be on safety for residents and protection of homes and property. First responders will take the lead on this work, but municipal leaders play an important role as well. During this phase, you will need to communicate with residents and first responders, assist with decisions such as where emergency shelter and medical care can be located, assess damage, and more. The list of immediate action steps below is based on a list shared by Fred Tribble, Volunteer Emergency Management Coordinator for Endicott, Washington.

Immediate Action Steps for Town Leaders

Clerk Immediate Response Actions

- **Activate Emergency Management:** Contact the Mayor.
- **Establish Communication:** Establish radio communication with town maintenance services. Request “windshield disaster assessment”—a quick damage assessment conducted by driving through town (when safe to do so).
- **Collect Immediate Damage Data:** Quickly assess the extent of damage to the town (addresses, facilities, and city records).
- **Report Data:** Share information with coworkers, the County Emergency Management Coordinator, and first responders.

Mayor Immediate Actions

- **Issue a [disaster declaration](#) in writing.** This unlocks emergency powers and sets the stage for county and state assistance.
- **Activate Emergency Management Coordinator (EMC) and Disaster Action Plan.**

Emergency Management Coordinator Immediate Actions:

- Contact County Emergency Manager.

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- Determine if evacuation is required.
- Establish Emergency Operations Center (EOC).

Other Details: The town clerk plays a crucial role in disaster response by coordinating communication, maintaining records, and ensuring coordination between Mayor, EMC, Town Maintenance, and responding County agencies. Key action steps include activating emergency management protocols, facilitating public information dissemination, and collaborating with local agencies for recovery efforts.

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