

ANR Cooperative Extension Risk Assessment Best Practices

Disaster Preparation

1. Participate in all roles defined by the UCCE status as a county department including working with the Office of Environmental Safety (OES) and other defined departmental functions during disaster recovery
2. Provide information/training to county staff including UC resources, experts and expectations regarding disaster management/recovery
3. Post information and contacts provided by Office of the Controller and Business Services (OCBS)
4. Be on the alert for potential terrorist activity
5. Work with county government on implementation of specific county procedures during a natural disaster
6. Call in local authorities regarding suspicious observations
7. Regularly practice emergency drills
8. Provide emergency materials (e.g., safety kits, emergency kits, etc.)
9. Review emergency resources and insurance coverage, as appropriate, with staff
10. Identify and develop list of resources for various incidents to be kept at regional and county levels
11. Know the emergency preparedness plans of the local community
12. Take advantage of local/county emergency preparedness training and resources
13. Use the Web to relay post-disaster coordination information
14. Form a high-level decision-making disaster committee
15. Ensure that everyone has an up-to-date contact list
16. Post important information in a easily accessible place so that all staff can access it post-disaster (not all staff may have access to information electronically)
17. Designate "safe harbor" sites
18. Report hazardous conditions
19. Update the USDA Disaster Handbook and reference it with regard to floods, electrical outages, and fires and their affects on food storage/safety
20. Partner with other agencies to provide needed information to staff, volunteers and clientele in anticipation of, or in response to, disaster situations
21. Determine before hand, as part of an interagency operational plan, how UCCE responds in partnership with other agencies to natural and/or unnatural disasters