

State U&CF Coordinator Storm Response Checklist

The state U&CF Coordinator "checklist" includes 9 activities. Not all of these will be appropriate for all incidents or communities:

1. Community contacts are essential for establishing a common understanding of UFST capabilities, a community's response objectives, and the functioning of a particular UFST team on the ground. In some situations, Team Leaders may have direct access to community contacts; in others, all contact is through the Coordinator. This initial contact work will be easier and faster where Coordinators have a "history" of U&CF cooperation with a community. Plan ahead!
2. With or without community assistance, the Coordinator must delineate the area of the disaster relative to urban forest resources (i.e. damaged trees in managed areas) and UFST protocols. A hand drawn "line" on a paper map is all that is needed initially. Lists of county and community names are also appropriate methods of "delineating" the disaster area. Within the delineated area, the Coordinator should indicate levels of severity (e.g. minor, moderate, major) based on an on-the-ground survey, reports from community staff, or interpretation of weather data (e.g. wind speed, ice loading, etc.). The extent and severity of the disaster (i.e. disaster scale) may be used to determine UFST mobilization (i.e. resources requested) or prioritize UFST response once teams are on-site. Each community should always be asked to prioritize their request for assistance.
3. The Coordinator should work with individual communities in a regional context, or the spatial context of the disaster. Investigate community mutual aid agreements or willingness to cooperate regionally that may affect UFST response. For example, during the GCTA work following Hurricane Katrina, the City of Kenner provided crew housing regardless of the community being assisted.
4. Work with the community and FEMA (if debris payments are part of the objective) to identify the information needed and the criteria used to gather that information to make "keep or cut" 'decisions. Direct contact with a local FEMA Debris Management Team (ask the community who they are working with) is an essential step in developing an appropriate UFST response. In Tulsa (2008 Oklahoma Ice Storm) an initial meeting with the Parks & Recreation Department, U&CF Coordinator, FEMA Debris Team and USDA Forest Service set the stage for a very successful UFST response and debris reimbursement.

5. After briefing the State Forester, assist the community in making the appropriate request for UFST resources. Currently, requests are routed through the UFST Advisory Committee (see www.UFST.org for contact information). There is no formal application document for the request. However, prior to UFST deployment into your state a copy of "Contact List" in "UFST Checklists-State Coordinator Incident Contact List (15Jun09)" at www.UFST.org should be created for each community needing assistance.

Your initial request can be a simple table or list that includes:

Community	Type of Assistance	Primary (Initial) Contact
Example City	Street Trees Park (other public) Trees Trails	Mr. I.C. Streets, City Manager (999) 555-1211 cell

This list should be in "order of priority" as initially determined by the U&CF Coordinator and State Forester.

6. Although based on the ICS, think of UFST as a partnership among the community, state forestry agency, FEMA, State EM, and the USDA Forest Service. UFST response is designed to be a "stand alone" operation, and in those situations ask the community to provide a "command center" for UFST operation if possible. If that is not available use state agency office space or arrange for space at the UFST crew hotel if possible. Convenience to the disaster area is important. UFST should be provided access to public buildings used for the "command center" outside of normal business hours.
7. Once mobilization is requested, a Team Leader(s) will arrive for a pre-crew mobilization visit and briefing from the Coordinator. This is a critical meeting where the Coordinator makes appropriate introductions and reviews all information assembled to-date. At this time, the Team Leader(s) will also be organizing the "command center", working with the GIS & IT Specialists, and developing crew schedules and assignments.
8. The Coordinator should assume the ICS role of Public Information Officer (PIO) if none is mobilized, or request assistance from within the community (e.g. Mayor's PR staff) or agency (e.g. I&E staff). An incident response summary should be written (i.e. who, what, why, when, where) for media distribution as needed and also for crew briefings by Team Leaders.
9. And finally, the Coordinator and staff should provide continued support to UFSTs throughout the incident response.

State Coordinator – Community Liaison¹

	Date	Activity	Actions/Results	
<input type="checkbox"/>		Establish community contacts (as appropriate): <ul style="list-style-type: none"> ▪ Political/Staff (e.g. Mayor, Council, or City Manager) ▪ Department (e.g. Public Works, Parks & Recreation) ▪ Municipal Arborist (e.g. Staff or Consulting) ✓ UF Management Plan ✓ Community Risk Management Plan 		1
<input type="checkbox"/>		Initial disaster assessment <ul style="list-style-type: none"> ▪ Area of disaster (i.e. Establish the boundary) ▪ Map levels of damage (i.e. For prioritization) 		2
<input type="checkbox"/>		Coordinate with other affected communities. <ul style="list-style-type: none"> ▪ Mutual aid ▪ Status with FEMA 		3
<input type="checkbox"/>		Establish criteria: <ul style="list-style-type: none"> ▪ Community needs (i.e. Objectives) ▪ FEMA guidelines & special criteria (i.e. Interpretation of 325) 		4
<input type="checkbox"/>		Request UFST assistance: <ul style="list-style-type: none"> ▪ Brief State Forester ▪ Contact UFST Advisory Committee ▪ Notify U&CF Coordinators network 		5
<input type="checkbox"/>		Arrange for UFST command center: <ul style="list-style-type: none"> ▪ Office (w/keys) ▪ Internet access ▪ Printers/plotters/copiers ▪ GIS support ▪ Supplies ✓ Water ✓ Paint 		6
<input type="checkbox"/>		Meet with Team Leader (≥ 1 day before crews arrive): <ul style="list-style-type: none"> ▪ Make community introductions ▪ Explain disaster area & severity 		7

¹ See UFST Glossary for detailed descriptions and explanations of terms used.

	Date	Activity	Actions/Results	
		<ul style="list-style-type: none"> ▪ Review community objectives ▪ Locate office (i.e. Command Center) ▪ Identify local support ▪ Review community guidelines ▪ Verify/brief on lodging/food ▪ Identify best travel options (i.e. Arrival location and rentals) ▪ Explain identification requirements (i.e. Crews and/or vehicles) ▪ Review contacts for the incident 		
<input type="checkbox"/>		<p>Function as (or coordinate with) the PIO</p> <ul style="list-style-type: none"> ▪ Develop incident summary for Team Leaders & crews <ul style="list-style-type: none"> ✓ Who we are (ICS, UFST arborists, State Agency) ✓ What we are doing (the objective for the community) ✓ Why we are here (the disaster & trees) ✓ When we will be working (i.e. weeks, days, hours; and progress) ✓ Where you will see us (our community area schedule) ▪ Handle local PR events 		8
<input type="checkbox"/>		<p>Support Team Leaders & UFST Crews:</p> <ul style="list-style-type: none"> ▪ Community liaison ▪ Direct interface with Team Leader(s) ▪ GIS support (e.g. If no GIS Specialist assigned)) 		9