**A Checklist for Elected Officials and Leaders of Utilities**

**Before an emergency**

Planning

* Get your personal plan ready
* Make sure your family has a plan and a leader of that plan
* Get your work emergency plan ready
* This should include a recovery plan and a communications plan
* Offer emergency preparedness education trainings
* Practice, practice, practice
* Take drills seriously

Your role

* Critically important that you know your role during an emergency
* Understand it
  + Electeds deal with policy
  + Operations deal with operations

**During an emergency**

* Depends on where you are. Your role should determine where you should be
* Make sure your personal emergency plan is being implemented
* Make sure the work emergency plan is being implemented
* Assume your role
* Communicate to the right people
* Use established system to get alerts and warnings out to customers
* Assure the public that all is in good hands
* Get to where you need to be

**Recovery starts the minute a disaster hits**

* Post recovery planning is critical
  + Get water to residents in some way
  + Work to restore systems
  + Work to assure public
* Use your recovery plan that should include depending on
  + Your own resources
  + Your own staff
  + Your immediate declaration of emergency
  + Don’t wait for others to come help – act quickly
  + Follow your plan