

### **State U&CF Coordinator Storm Response Checklist**

The state U&CF Coordinator "checklist" includes 11 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, or 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(s) for UFST resources. If EMAC resources are needed and available, then those requests are made through your state's EMAC Coordinator (contact Urban Forestry South for assistance to locate appropriate "assisting states"). Region 8 cooperative assistance requests are made through the UFST Advisory Committee. There is no formal application document for USDA FS Regional requests.

Prior to any UFST deployment (i.e. EMAC or Regional) into your state a copy of the "Contact List" in "1\_UFST State Coordinator Introduction with Contacts (25Apr2019).pdf" at [www.urbanforestrysouth.org](http://www.urbanforestrysouth.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, Your State	Street Trees Park Trees 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. Once mobilization is requested, provide each community requesting assistance with the most current "Urban Forest Strike Team Post-Disaster Rapid Tree Risk Assessment Specification" for their review. This document can be found on [www.urbanforestrysouth.org](http://www.urbanforestrysouth.org) and provides them with the scope of work for the Strike Team. It is advisable for the communities to review and alter as needed. This document will be signed by both the community representative and Team Leader when he/she arrives.
7. Preparation for Strike Team arrival should be planned. Determine the best location for arrival via air carrier and/or automobile. Vehicle rental may also be needed. Locate local hotels or other lodging options that will provide the most convenience and comfort for Strike Team members. Remember, the most convenient lodging may not be adequately comfortable or in the safest part of town. If you would not be willing to stay at the place of lodging, then perhaps it would be best to look for other suitable lodging.
8. 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.
9. A Team Leader(s) will arrive for a pre-crew mobilization visit and briefing from the Coordinator and community. 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.

10. The Coordinator should identify a lead communication specialist from within the community (e.g. Mayor's PR staff) or agency (e.g. I&E staff), or assume the ICS role of Public Information Officer (PIO). If possible, create a communications network that includes all agencies and communities providing resources to the event. 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.

11. And finally, the Coordinator and staff should provide continued support to UFSTs throughout the incident response.

**State Coordinator – Community Liaison**

	Date	Activity	Actions/Results	
<input type="checkbox"/>		Establish community contacts (as appropriate): <ul style="list-style-type: none"> <li>▪ Political/Staff (e.g. Mayor, Council, or City Manager)</li> <li>▪ Department (e.g. Public Works, Parks &amp; Recreation)</li> <li>▪ Municipal Arborist (e.g. Staff or Consulting)                             <ul style="list-style-type: none"> <li>✓ UF Management Plan</li> <li>✓ Community Risk Management Plan</li> </ul> </li> </ul>		<b>1</b>
<input type="checkbox"/>		Initial disaster assessment <ul style="list-style-type: none"> <li>▪ Area of disaster (i.e. Establish the boundary)</li> <li>▪ Map levels of damage (i.e. For prioritization)</li> </ul>		<b>2</b>
<input type="checkbox"/>		Coordinate with other affected communities. <ul style="list-style-type: none"> <li>▪ Statewide Mutual aid</li> <li>▪ Status with FEMA</li> </ul>		<b>3</b>
<input type="checkbox"/>		Establish criteria: <ul style="list-style-type: none"> <li>▪ Community needs (i.e. Objectives)</li> <li>▪ FEMA guidelines &amp; special criteria (i.e. Interpretation of 325)</li> </ul>		<b>4</b>
<input type="checkbox"/>		Request UFST assistance: <ul style="list-style-type: none"> <li>▪ Brief State Forester</li> <li>▪ Contact State Emergency Management</li> </ul>		<b>5</b>

	Date	Activity	Actions/Results	
		<ul style="list-style-type: none"> <li>▪ EMAC resources availability (i.e. Identify "assisting states")</li> <li>▪ Notify U&amp;CF Coordinators network</li> </ul>		
□		Provide the "Urban Forest Strike Team Post-Disaster Rapid Tree Risk Assessment Specifications" to the community representative and ask them to review		6
□		Identify best travel options for Team Leader and Task Specialist <ul style="list-style-type: none"> <li>• Mobilization transportation (vehicle, air, etc.)</li> <li>• City arrival location</li> <li>• Vehicle rental</li> <li>• Lodging arrangements</li> </ul>		7
□		Arrange for UFST command center: <ul style="list-style-type: none"> <li>▪ Office (w/keys)</li> <li>▪ Internet access</li> <li>▪ Printers/plotters/copiers</li> <li>▪ GIS support</li> <li>▪ Supplies               <ul style="list-style-type: none"> <li>✓ Water</li> <li>✓ Paint</li> </ul> </li> </ul>		8
□		Meet with Team Leader (≥ 1 day before crews arrive): <ul style="list-style-type: none"> <li>▪ Make community introductions</li> <li>▪ Explain disaster area &amp; severity</li> <li>▪ Review community objectives</li> <li>▪ Locate office (i.e. Command Center)</li> <li>▪ Identify local support</li> <li>▪ Review community guidelines               <ul style="list-style-type: none"> <li>▪ TRAQ Level 1</li> <li>▪ Non-storm defects</li> <li>▪ Residual risk</li> </ul> </li> </ul>		9

	Date	Activity	Actions/Results	
		<ul style="list-style-type: none"> <li>▪ Occupancy rates of each section of town               <ul style="list-style-type: none"> <li>✓ Parks</li> <li>✓ Neighborhoods</li> <li>✓ Street segments</li> </ul> </li> <li>▪ Verify/brief on lodging/food</li> <li>▪ Explain identification requirements (i.e. Crews and/or vehicles)</li> <li>▪ Review contacts for the incident</li> </ul>		
□		<p>Function as (or coordinate with) the PIO</p> <ul style="list-style-type: none"> <li>▪ Develop incident summary for Team Leaders &amp; crews               <ul style="list-style-type: none"> <li>✓ Who we are (ICS, UFST arborists, State Agency)</li> <li>✓ What we are doing (the objective for the community)</li> <li>✓ Why we are here (the disaster &amp; trees)</li> <li>✓ When we will be working (i.e. weeks, days, hours; and progress)</li> <li>✓ Where you will see us (our community area schedule)</li> </ul> </li> <li>▪ Handle local PR events</li> <li>▪ Coordinate with other communications representatives from agencies and/or communities providing resources and USDA FS (as appropriate)</li> </ul>		10
□		<p>Support Team Leaders &amp; UFST Crews:</p> <ul style="list-style-type: none"> <li>▪ Community liaison</li> <li>▪ Direct interface with Team Leader(s)</li> <li>▪ GIS support (e.g. If no GIS Specialist assigned)</li> </ul>		11