



EOC Common Responsibilities Checklist

Activation Phase

- Initiates position log in WEBEOC
- Maintain an overall vision of safety during all processes.
- Implements Family Preparedness Plan
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing
- Assists with EOC setup
- Reviews position specific checklist
- Reviews EOC rules
- Initiates position log
- Adopts a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- Tests assigned equipment and account logins to verify operational readiness
- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)

Operations Phase

- Maintain an overall vision of safety during all processes.
- Maintains position log in WEBEOC
- Maintains situational awareness
- Recommends 24-hour staffing requirement and requests additional support
- Identifies need for Statewide Mutual Aid (SMA) and/or Emergency Management Assistance Compact (EMAC) resources and coordinates with the Resource Unit to complete proper documentation
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- Determines and requests resources using the SALTT Method (Size, Amount, Location, Type of resource, Time needed)
- Completes responsibilities of unfilled subordinate positions
- Actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)
- Participates in the EOC Incident Action Plan development
- Uses WebEOC
- Maintains records
- Prepares information and documentation for shift change

Demobilization Phase

- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)
- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies of demobilization
- Notifies other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Cleans work area before leaving and signs out
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section