
Documentation Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

Before an Emergency

- Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

Respond to the Emergency Operations Center, if activated.

- While in the EOC, identify yourself according to EOC Standard Operating Procedures.

Maintain an Activity Log.

- Obtain a briefing from the Planning Section Chief.

- Establish and organize disaster files.

- Establish a duplication service and respond to requests.

- Check accuracy completeness of records and forms submitted.

- Contact Section Chiefs to correct errors or omissions in reports and forms.

- Accept and file reports and forms submitted by Section Chiefs.

- Retain and file duplicate copies of official forms and reports.

- Prepare disaster documentation for the Planning Section Chief.

After an Emergency

- Maintain, retain and store disaster files for after-disaster reports and use.

- Forward all reports to the Planning Section Chief.

- Assemble and check financial records; forward to Planning Section Chief.

- Make suggestions for corrections or changes to the Documentation Annex.

Documentation Annex
