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## Documentation Annex

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- I. OBJECTIVES
- II. PHASES OF THE EMERGENCY
- III. ORGANIZATION AND RESPONSIBILITIES
- IV. RESPONSE CHECKLISTS

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## Documentation Annex

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This annex explains the function and responsibilities of the Documentation Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort. The Documentation Leader is appointed by the Planning Section Chief, and usually is a member of the Department of Planning and Public Works and/or someone with expertise in the production, reproduction, and appropriate filing and distribution of documents.

### I. OBJECTIVES

- A. Maintain accurate and complete disaster response files.
- B. Provide duplication services to EOC staff.
- C. Compile files for legal, analytical and historical purposes.

### II. PHASES OF THE EMERGENCY

#### A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the Office of Emergency Services.

#### B. During

##### 1. Warning Phase

This phase could begin with a warning such as the forecast of a flood, fire, winds, earthquake or tsunami. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

##### 2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

#### C. After (Recovery)

Coordination of documents may continue long after the disaster is over.

### III. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Documentation Unit reports to the Planning Section Chief.

When a disaster occurs this Unit will:

- A. Establish and organize disaster files.
- B. Establish a duplication service for EOC staff.
- C. Retain and file duplicate copies of official forms and reports.
- D. Accept and file reports and forms submitted by Section Chiefs.
- E. Check on accuracy and completeness of records and forms submitted.
- F. Correct errors or omissions by contacting appropriate Section Chiefs.
- G. Provide duplicates of forms and reports to authorized requesters.
- H. Prepare disaster documentation for the Planning Section Chief when requested.
- I. Keep the Planning Section Chief informed of Documentation Unit activities.