
Resource Status 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 in 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.

- Review the incident action plan.

- Establish an inventory of resources.

- Operations

- Personnel

- Equipment

- Food

- Logistics

- Other

Resource Status Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Provide inventory to the Planning Section Chief.
- Post resources in the Emergency Operations Center.
- Maintain an incident resource status log.
- Provide resource summary to Situation Status Branch.

After an Emergency

- Review forms and procedures; revise as necessary.
- Forward all reports to the Planning Section Chief.
- Make suggestions for corrections or changes to the Resources Annex.