

Staff Support 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 Logistics Section Chief.

- Coordinate meals and refreshments to EOC staff through the auspices of the American Red Cross

- Supply runners to move supplies and messages within the EOC.

- Make arrangements for sleeping accommodations for EOC staff.

- Maintain a stock of supplies to keep the EOC staff equipped.

- Assist the Logistics Section Chief as requested.

- Keep the Logistics Section Chief advised of Staff Support operations.

After an Emergency

- Assemble and check financial records, forward copies to Finance Section Chief.

- Forward all reports to the Logistics Section Chief.

- Re-check this checklist.

- Make suggestions for corrections or changes to the Staff Support Annex.

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