



# EMERGENCY ACTION CHECKLIST



## CHECKLIST 3.3.02 EOC ACTIVATION (initial stage)

December 1, 2008

USE THIS CHECKLIST FOR activation of the Emergency Operations Center.

1	MAKE THE EOC ACTIVATION DECISION	<p>Activation triggers:</p> <ul style="list-style-type: none"> <li>• Hazard-specific Emergency Operations Guide</li> <li>• Hazard-specific Checklist</li> <li>• A request from a served agency (such as fire district, law enforcement, public works, health, etc.)</li> <li>• Felt event (obvious by the circumstances)</li> <li>• Proactive (watch or assessment level)</li> </ul>
2	DETERMINE INITIAL LEVEL OF ACTIVATION	<p>Establish staffing phase (see the Phases of Activation chart attached):</p> <ul style="list-style-type: none"> <li>• Phase 1+ – Assessment</li> <li>• Phase 2 – Enhanced operations</li> <li>• Phase 3 – Full activation</li> <li>• Phase 4 – Catastrophic event</li> </ul>
3	OPEN THE EOC	<p>When you arrive, turn on the basic equipment:</p> <ul style="list-style-type: none"> <li>• Turn on the security camera (on Admin monitor – above the Program Manager’s desk). It’s already set to the right channel; just turn on the TV over the Admin desk).</li> <li>• Turn on the television (on Ops Room monitor)</li> <li>• Select the appropriate channel (local or national news). The channel selector is on the equipment rack in the EOC radio room. Local channels (4,5, and 7) are 004, 005, or 007 on the selector. CNN is 200.</li> <li>• Turn on the ham radio in the EOC radio room (set to Port Townsend repeater).</li> </ul>
4	ASSUME RESPONSIBILITY AS EOC MANAGER UNTIL RELIEVED	
5	BEGIN ALERT OF ADDITIONAL TEAM MEMBERS	<ul style="list-style-type: none"> <li>• Get help coming.</li> <li>• Use the staffing recommendations in the hazard-specific checklist located in the Emergency Operations Guide.</li> <li>• Start calling out EOC personnel according to the PHASE of activation decided</li> <li>• Use the callout methods in Step 6 below</li> </ul>
6	TEAM MEMBER CALLOUT METHODS	<ul style="list-style-type: none"> <li>• Telephone contact (from the list)</li> </ul>

		<ul style="list-style-type: none"> <li>• For the Program Manager or the Deputy Program Manager, Request Jeffcom activate “Duty Officer” tone and request by radio number. PM is 601 and DPM is 602</li> <li>• Use Emergin Key Personnel Notification System (checklist 3.3.05)</li> <li>• Response should be “automatic” according to protocol when there is a major “felt” event</li> <li>• Request Jeffcom tone additional resources as needed</li> </ul>
7	WHEN FIRST TEAM MEMBERS ARRIVE	<ul style="list-style-type: none"> <li>• Staff the Watch desk (EOC radio room). Use the Admin Office for Phase 1A activation.</li> <li>• Task early arrival with taking all incoming calls (all lines)</li> <li>• Begin a check in sheet</li> <li>• Begin all unit logs and call logs</li> </ul>
8	ADVISE JEFFCOM SUPERVISOR THAT EOC IS OPEN	<ul style="list-style-type: none"> <li>• Open the dispatch center door</li> <li>• Establish communication with dispatch</li> <li>• Request any calls be routed to x590</li> <li>• Request incident related (in-progress) sheets be routed to the EOC</li> <li>• Request incident related (reports and inquiries) be forwarded to x590</li> <li>• Prepare for increased call load and staff accordingly</li> </ul>
9	AS ADDITIONAL TEAM MEMBERS ARRIVE	<ul style="list-style-type: none"> <li>• Assign ICS positions as needed</li> <li>• Assign work stations and extension numbers</li> <li>• Provide status briefing when time permits</li> </ul>
10	CONDUCT INITIAL BRIEFING	<ul style="list-style-type: none"> <li>• Discuss what is KNOWN up to that point</li> <li>• Discuss initial plan of action</li> <li>• Identify priorities</li> <li>• Clarify assignments and staffing</li> <li>• Establish internal communications</li> </ul>
11	BEGIN POSTING ON THE MAIN SITUATION BOARD	<ul style="list-style-type: none"> <li>• Start a chronology of major events</li> <li>• List facts of the situation as known</li> <li>• List key timelines</li> <li>• List pending alerts and warnings</li> </ul>
12	BEGIN ASSIGNING STAFF AS NEEDED	<ul style="list-style-type: none"> <li>• Use the staffing chart</li> <li>• Section Chiefs staff their own functional units.</li> </ul>
13	BEGIN MAKING SECONDARY NOTIFICATION AS TIME PERMITS	<ul style="list-style-type: none"> <li>• Use the hazard-specific list located in the Emergency Operations Guide</li> <li>• Assign someone to make notification calls recommended</li> </ul>
14	CONSIDER ACTIVATING THE CITY COMMAND CENTER	<ul style="list-style-type: none"> <li>• For direct coordination of City resources</li> <li>• For of information on City conditions and response</li> <li>• To assist with communications Coordination</li> <li>• Otherwise as indicated by conditions</li> </ul>
15	CONDUCT A SYSTEMS AND INFRASTRUCTURE STATUS CHECK	<ul style="list-style-type: none"> <li>• Status of commercial telephone system</li> <li>• Status of internet</li> </ul>

		<ul style="list-style-type: none"> <li>• Condition of roads and bridges</li> <li>• Commercial power outages</li> <li>• Communications systems (check with Jeffcom)</li> <li>• Water and sewer</li> </ul>
16	ARRANGE FOR A POLICY-LEVEL BRIEFING	<ul style="list-style-type: none"> <li>• County Administrator</li> <li>• City Manager (if city activity)</li> <li>• Board of County Commissioners (via the County Administrator)</li> <li>• City County (via the City Manager)</li> <li>• Use the EOC-Alternate EOC teleconference bridge</li> </ul>
17	ASSURE DOCUMENTATION PROCESS IS IN PLACE	<ul style="list-style-type: none"> <li>• Use form 213 for all formal communication</li> <li>• Use form 120 for all resource requests</li> <li>• Use form 130 for all aviation resource requests</li> <li>• Assure individual and unit logs are kept by all members</li> <li>• Route all information through the Plans Section tracking system</li> </ul>
18	ADVISE DISPATCH OF ASSIGNED EXTENSIONS	<ul style="list-style-type: none"> <li>• Let the dispatch know who is assigned to what EOC extension</li> <li>• Route any “unaddressed” calls to x590</li> </ul>
19	INCREASE SITUATIONAL AWARENESS	<ul style="list-style-type: none"> <li>• Assign Plans Section to do this . . .</li> <li>• Communicate with field agencies (request spot reports) via Ops</li> <li>• Assign Field Observers</li> <li>• Monitor news media reports (PIO)</li> <li>• Monitor appropriate internet sites and information sources</li> <li>• Monitor communications networks</li> <li>• Interview witnesses and collect statements</li> <li>• Assess reports from all sources</li> <li>• Collect alerts, bulletins and releases</li> </ul>
20	CONSIDER ISSUING INITIAL SITUATION REPORT	<ul style="list-style-type: none"> <li>• Use Emergency Operations Guide (EOG) 3.3.18.</li> </ul>
21	TURN OVER DUTIES TO EOC COMMAND AND GENERAL STAFF AS THEY BECOME AVAILABLE	<ul style="list-style-type: none"> <li>• Formally assign staff positions</li> <li>• Request Section Chiefs fill needed functional units</li> <li>• Implement plans and procedures</li> </ul>