



# EMERGENCY ACTION CHECKLIST



## CHECKLIST 3.3.01 DUTY OFFICER / 24-HOUR COVERAGE

Revised August 6, 2008

USE THIS CHECKLIST FOR . . . Carrying out the responsibilities of the Emergency Management Duty Officer.

- 1. CHECK THE PUBLISHED SCHEDULE**
  - (a) Review the Duty Officer schedule to assure coverage for the duty period.
  - (b) Make sure there is a PRIMARY and ALTERNATE for the scheduled duty period.
  
- 2. MAKE ARRANGEMENTS TO PICK UP THE DUTY OFFICER BRIEFCASE**

Pick up the DEM DO “football” at the Emergency Operations Center. Check the contents.
  
- 3. CHECK THE DUTY OFFICER “WATCH REPORT” ON LINE**

Go to the DEM web site (<EOC > <Duty Officer Resource Center> <Watch Log>) for any notes, changes, watches or status reports. Or check with the EOC for a hard copy of the Watch Report.
  
- 4. ASSUME DUTY OFFICER RESPONSIBILITIES**
  - (a) Start a log (a copy of the the DO Activity Log is located in the briefcase).
  - (b) Respond to Duty Officer tones on the pager triggered by Jeffcom. The Jeffcom call back number is **385-3831, Option 1.**
  - (c) Review plans and procedures as appropriate if conditions are pending (storm forecasts, etc.) or as noted in the Watch Report.
  - (d) Remain available for duty throughout the scheduled period (hand off Primary to the Alternate if temporarily unavailable).

**5. CONTACT THE MANAGER OR DESIGNEE**

If a situation arises during the duty period for which there is no standing order or when response needs clarification, contact the DEM staff. Call down the list below:

Program Manager	360-460-0500 (cell – 24 hours)
Deputy Program Manager	360-732-0271 (residence)
Assistant PM for Readiness	360-437-9750 (residence)

**6. COMPLETE THE DEM DO ACTIVITY REPORT**

Attach all appropriate documentation (forecasts, CFS's, bulletins, etc.) to the report, and submit the original signed report to the Department of Emergency Management at the earliest opportunity following the duty period.

**7. REHAB THE DO "FOOTBALL" AND RETURN IT TO THE EOC**