Jefferson County Emergency Management

DEM DUTY OFFICER ACTIVITY LOG

DUTY OFFICER	ALTERNATE

DUTY PERIOD COVERED BY THIS LOG

TIME	ACTIVITY

EXTRAORDINARY COSTS
Attach original documentation or receipts

Attach copies of all supporting documents (bulletins, call for service records, etc.). Transition to an INCIDENT LOG (ICS 214) and start a separate Incident File if EOC activated, and reference it on this record.

SUBMITTED BY:	DATE/TIME

☐ FOLLOW UP REQUIRED

NOTES

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