

## Emergency Operations Center (EOC) Skillset: Documentation Unit

### **Task Category:**

- Documentation Unit Activation Phase Checklist
- Documentation Unit Operational Phase Checklist
- Documentation Unit Demobilization Phase Checklist

### **Task Categories: Complete Documentation Unit SEOC Activation Phase Checklist**

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist	C, E, F, I, T, A		

### **Task Categories: Complete Documentation Unit SEOC Operational Phase Checklist**

2. Establish and maintain Activity Log (ICS 214) and other necessary files.	C, E, F, I, T, A		
3. Meet with the Planning Support Section Chief to determine what SEOC materials should be maintained as official records.	C, E, F, I, T, A		
4. Meet with Section Chiefs to determine SEOC materials and documents necessary to provide accurate records and documentation for recovery purposes.	C, E, F, I, T, A		
5. Initiate and maintain a roster of all activated SEOC positions to ensure Activity Logs (ICS 214) are accounted for and submitted to the Documentation Unit at the end of each shift.	C, E, F, I, T, A		
6. Reproduce and distribute SEOC IAPs or EAPs to all necessary personnel and approved partners.	C, E, F, I, T, A		
7. Maintain extra copies of reports and plans available for special distribution as required.	C, E, F, I, T, A		
8. Support requests for documentation from other SEOC staff.	C, E, F, I, T, A		
9. Set up and maintain document reproduction services for the SEOC.	C, E, F, I, T, A		
10. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

### **Task Categories: Complete Documentation Unit SEOC Demobilization Phase Checklist**

11. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
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