

Emergency Operations Center (EOC) Skillset: SEOC General Responsibilities Checklist – For All Positions

Task Categories:

State Emergency Operations Activation Phase

State Emergency Operations Center Shift Change

State Emergency Operations Center Demobilization Phase

Task Category: Activation Phase

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Check in upon arrival at SEOC and sign in on the SEOC sign-in sheet.	C, E, F, I, T, A		
2. Check in with the Liaison Officer if you are a representative from an outside agency.	C, E, F, I, T, A		
3. Report to SEOC Director, Section Chief, or other assigned supervisor to obtain current situation status and specific job responsibilities and assignments.	C, E, F, I, T, A		
4. Set up workstation and review position-specific activation and operations checklists.	C, E, F, I, T, A		
5. Maintain Activity Log (ICS 214) that chronologically describes the actions you take during your shift.	C, E, F, I, T, A		
6. Determine resource needs, such as a computer, phone, fax, stationery, plan copies, and other reference documents. Request resources to meet unfilled needs.	C, E, F, I, T, A		
7. Participate in any facility and safety orientations as required.	C, E, F, I, T, A		
8. Identify and establish communications with field operations points of contact.	C, E, F, I, T, A		

Task Category: Shift Change

1. Ensure incoming staff replacement signs into the SEOC on the SEOC Sign-in Sheet.	C, E, F, I, T, A		
2. Complete shift change briefing with incoming position staff to cover the following topics: Situation overview and outlook Incident priorities Position/Section accomplishments during the last operational period Operational objectives for the next operational period as contained in the SEOC IAP Open/ongoing tasks Relevant agencies contact information Corrective actions/adjustments to processes any identified system issues (e.g., communications failure).	C, E, F, I, T, A		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Submit Activity Log (ICS 214) and the completed checklists to Documentation Unit.	C, E, F, I, T, A		
4. Provide incoming personnel with outgoing personnel's contact phone number(s).	C, E, F, I, T, A		
5. Sign out of computer systems that use a unique username and password. Do not sign out of generic accounts that will be used by incoming personnel.	C, E, F, I, T, A		
6. Sign out of the SEOC on the SEOC Sign-in Sheet prior to leaving the facility. Check out with the supervisor.	C, E, F, I, T, A		
7. Participate in any facility and safety orientations as required.	C, E, F, I, T, A		
8. Identify and establish communications with field operations points of contact.	C, E, F, I, T, A		

Task Category: Demobilization Phase

1. Deactivate assigned position and complete the Demobilization Check-out form when authorized by the SEOC Director or designee.	C, E, F, I, T, A		
2. Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through supervisor to the Planning Support Section prior to departure.	C, E, F, I, T, A		
3. Notify field operations points of contact of SEOC demobilization and demobilization time.	C, E, F, I, T, A		
4. Clean up the work area before leaving. Return any equipment or unused supplies.	C, E, F, I, T, A		
5. Provide supervisor with contact phone number(s).	C, E, F, I, T, A		
6. Sign out of all computer programs, log off the computer, and turn off the monitor. Do not shut down the computer.	C, E, F, I, T, A		
7. Record sign-out time on the SEOC sign-in sheet.	C, E, F, I, T, A		
8. Be prepared to provide input to the SEOC After-Action report.	C, E, F, I, T, A		
9. Upon request, participate in formal post-operational debriefs.	C, E, F, I, T, A		
10. Attend critical incident stress debriefings as needed.	C, E, F, I, T, A		