

Emergency Operations Center (EOC) Skillset: Resource Tracking Unit

Task Category:

Resource Tracking Unit Activation Phase Checklist

Resource Tracking Unit Operational Phase Checklist

Resource Tracking Unit Demobilization Phase Checklist

Task Categories: Complete Resource Tracking 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 Resource Tracking Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ISM 214) and other necessary files	C, E, F, I, T, A		
3. Ensure an accurate inventory of all incident resources is maintained, including locations, statuses, and projected demobilization date/time, if known.	C, E, F, I, T, A		
4. Assist the Logistics Branch's effort to maintain accurate inventory of all support vehicles, including locations, statuses, and projected demobilization date/time, if known.	C, E, F, I, T, A		
5. Manage and inventory non tactical equipment.	C, E, F, I, T, A		
6. Establish communication channels to ensure resource tracking and effective status communication with resource requester and On-scene Incident Command.	C, E, F, I, T, A		
7. Monitor and track resources from the time of deployment through return to station (for non-consumables). Track consumables until deployed to the requesting party. All changes in status should be documented using a Resource Status Change form (ISM 210). Note: If resources are deployed to a staging area, they become the responsibility of the Staging Area Manager and On-scene Incident Command until demobilized from the field operation.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
8. If a resource is dispatched and tracked via computer-aided dispatch programs, track resource status via specified computer consoles or online portals.	C, E, F, I, T, A		
9. Using established communication channels, document when non-consumable resources are resupplied and refit for service.	C, E, F, I, T, A		
10. Contribute to Planning Meetings and prepare information and briefing materials as requested by the Planning Support Section Chief.	C, E, F, I, T, A		
11. Keep the Planning Support Section Chief informed of significant issues affecting the Resource Tracking Unit.	C, E, F, I, T, A		
12. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Resource Tracking Unit SEOC Demobilization Phase Checklist

13. Relay the status of open orders (supplied by the Finance/Administration Branch) and resources still deployed to the Planning Support Section Chief and applicable agencies and organizations.	C, E, F, I, T, A		
14. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		