

V. CHECKLISTS

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V. CHECKLISTS

Operational checklists have been developed for all of the positions identified in Unit IV. These operational checklists, although referencing ESF#8 positions activated during Stafford Act responses, are applicable to similar positions activated under other HHS authorities (I.E. ERF, VST, etc.) If the position designated has not been filled the responsibility for action rests with the normal supervisor. Think job functions, not position when considering the completion of the tasks outlined in both the position descriptions and the operational checklists. A general checklist that applies to all positions as common responsibilities precedes these position description checklists.

A. GENERAL OPERATIONAL CHECKLIST

GENERAL OPERATIONAL CHECKLIST

The following checklist represents general operating procedures for ESF#8 personnel when activated and en-route to an assignment.

Upon Activation

- [] Receive notification of assignment and instructions from mobilizing authority. This may be the OEP/EOC, RHA, RCG, work supervisor or other entity authorized to commit HHS personnel to disaster response;
- [] Inquire as to:
 - Current situation (event, location, magnitude, immediate hazards);
 - Mode of transportation;
 - Reporting time and location;
 - Point of departure;
 - Point of arrival contact person and possible phone number;
 - Name of supervisor;
 - Position assigned;
 - Special clothing or equipment needed;
 - Probable duration of the assignment;
 - Point of contact during transit to reporting location;
 - Billeting, car rental, or other logistical considerations;
 - Weather conditions locally; and
 - Special licensing/identification requirements.
- [] Monitor disaster related information from local sources such as radio and television to help develop expectation of the assignment;
- [] Assess personal gear for the specific disaster area climate;
- [] Ensure you have proper identification and credentials for access to disaster site;
- [] Obtain position description, checklists, and any materials relating to your specific assignment;
- [] Review the information pertinent to your position including position description, operational checklist, or other job aid you may have acquired before departure;
- [] Discuss and confirm with point of contact the anticipated logistical requirements (i.e. transportation, lodging, etc.) prior to arrival at the assigned location; and
- [] Take full advantage of available travel time for rest prior to arrival.

GENERAL
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations

- Check-in and receive a briefing from your immediate supervisor;
- Acquire work materials;
- Use clear text and avoid agency jargon;
- Brief your shift replacement fully on all ongoing operations when relieved at work cycle rotations;
- Report any signs/symptom of extended incident stress syndrome, injury, fatigue, or illness in yourself/co-workers to your immediate supervisor; and
- Insure your physical readiness through proper nutrition, water intake, rest, and stress control techniques.

Deactivation

- Return all items issued to you during the assignment.

V. CHECKLISTS

B. EMERGENCY SUPPORT TEAM (EST)

Position checklists have been developed for:

EST ESF#8 Leader; and
Deputy EST ESF#8 Leader.

EST ESF#8 LEADER
OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority;
- [] If travel itinerary calls for meeting other mobilized personnel during transit, contact these personnel and share travel information and identify meeting location;
- [] Contact FEMA HQ and advise EST Operations Section Chief of your mobilization and expected time of arrival. The EST Operations Handbook is a good source of information for proper phone numbers;
- [] Contact the OEP and clarify your role, responsibility, and authorities while performing the duties of this position; and
- [] Arrange for or meet established transportation schedule to FEMA HQ.

On-site Operations

- [] Immediately upon arrival at FEMA HQ, personally contact the EST Operations Section Chief to advise them of your arrival;
- [] Receive a briefing from your immediate supervisor. This may be the EST Operations Section Chief or the Emergency Services Branch Chief if the position is filled;
- [] Introduce yourself to other ESF representatives, Mission Assignment Coordinator, and other EST Operations personnel whom you will be having frequent contact with;
- [] Organize the workspace provided for the performance of your duties;
- [] If Deputy EST ESF#8 is assigned, discuss responsibilities, shift schedules, expectations etc.;
- [] Obtain EST meeting and briefing schedules, phone directories, etc.;
- [] Shortly upon arriving at FEMA HQ, contact OEP/EOC to inform them of your arrival and to receive latest update on HHS disaster response actions;
- [] Create and maintain a computerized log of the activities performed during the assignment;
- [] Continuously review Mission Assignment report for accuracy and consistency in tasking and subtasking of HHS missions, cost estimates, dates of completion, Mission Assignment number, and any other relevant information;
- [] Participate in daily briefings and planning meetings. Provide oral input on the status of ESF#8 operations and recommend operational priorities as necessary;
- [] Provide Information and Planning Section accurate and timely input for SITREPs and briefings. Review SITREPs for accuracy;

EST ESF#8 LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Comment on draft Action Plans prepared by Information and Planning Section;
- [] Provide the Emergency Services Branch Chief with 24-hour contact number for your position;
- [] Apprise the Emergency Services Branch Chief or Operations Section Chief of any potential or current problems with staffing of your position;
- [] Compile documentation for historical records including a chronology of events and dates and times, and the status of key actions;
- [] Perform duties and tasks as described in your position description, as requested by FEMA representatives, or as directed by OEP; and
- [] As an official representative of HHS, perform all duties in a courteous, professional manner.

Deactivation

- [] Gather all files, logs, and reports for transfer to OEP;
- [] Copy all computer data onto disks for transport and storage at OEP;
- [] Post sign at workstation displaying the point of contact with HHS for receiving subsequent telephone calls, etc.;
- [] Notify all immediate contacts (ERT, OEP/EOC, HHS health and medical response resources, etc) of your deactivation; and
- [] Notify your mobilizing authority of your deactivation and determine your new status (re-assignment, resume normal duties, etc.).

DEPUTY EST ESF#8 LEADER
OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority;
- [] Contact EST ESF#8 Leader and share travel information and expected time of arrival at FEMA HQ;
- [] Contact FEMA HQ and advise EST Operations Section Chief of your mobilization and expected time of arrival. The EST Operations Handbook is a good source of information for proper phone numbers; and
- [] Arrange for or meet established transportation schedule to FEMA HQ.

On-site Operations

- [] Immediately upon arrival at FEMA HQ, personally contact the EST ESF#8 Leader and/or EST Operations Section Chief to advise them of your arrival;
- [] Receive a briefing from EST ESF#8 Leader;
- [] Introduce yourself to other ESF representatives, Mission Assignment Coordinator, and other EST Operations personnel whom you will be having frequent contact with;
- [] Assist EST ESF#8 leader in organizing the workspace provided for the performance of your duties;
- [] Discuss responsibilities, shift schedules, expectations etc. with EST ESF#8 Leader;
- [] Obtain EST meeting and briefing schedules, phone directories, etc.;
- [] Shortly upon arriving at FEMA HQ, contact OEP/EOC to inform them of your arrival and to receive latest update on HHS disaster response action;
- [] Assist in creating and maintaining a computerized log of the activities performed during the assignment;
- [] Continuously review Mission Assignment report for accuracy and consistency in tasking and subtasking of HHS missions, cost estimates, dates of completion, Mission Assignment number, and any other relevant information;
- [] Participate in daily briefings and planning meetings. Provide oral input on the status of ESF#8 operations and recommend operational priorities as necessary;
- [] Provide Information and Planning Section accurate and timely input for SITREPs and briefings. Review SITREPs for accuracy;
- [] Comment on draft Action Plans prepared by Information and Planning Section.
- [] Provide the Emergency Services Branch Chief with 24-hour contact number for your position;

DEPUTY EST ESF#8 LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations

- [] Apprise the Emergency Services Branch Chief or Operations Section Chief of any potential or current problems with staffing of your position;
- [] Compile documentation for historical records including a chronology of events and dates and times, and the status of key actions;
- [] Perform duties and tasks as described in your position description, as requested by EST ESF#8 Leader, FEMA representatives, or as directed by OEP; and
- [] As an official representative of HHS, perform all duties in a courteous, professional manner.

Deactivation

- [] Gather all files, logs, and reports for transfer to OEP;
- [] Copy all computer data onto disks for transport and storage at OEP;
- [] Post sign at workstation displaying the point of contact with HHS for receiving subsequent telephone calls, etc.;
- [] Notify all immediate contacts (ERT, OEP/EOC, HHS health and medical response resources, etc) of your deactivation; and
- [] Notify your mobilizing authority of your deactivation and determine your new status (re-assignment, resume normal duties, etc.).

V. CHECKLISTS

C. EMERGENCY RESPONSE TEAM (ERT)

Position checklists have been developed for:

- ERT ESF#8 Team Leader;
- Deputy ERT ESF#8 Team Leader;
- ERT ESF#8 Public Information Officer;
- ERT ESF#8 Operations Section Chief;
- ERT ESF#8 Planning/Recovery Section Chief;
- ERT ESF#8 Administrative/Finance Section Chief; and
- ERT ESF#8 Logistics Section Chief.

ERT ESF#8 TEAM LEADER
OPERATIONAL CHECKLIST

Upon Activation

- [] Receive notification of assignment and instructions from mobilizing authority. Normally this would either be the RHA of the affected region or the OEP/EOC;
- [] Receive briefing from EST, ERT and/or RHA;
- [] Contact CFO and share travel information and identify meeting location;
- [] Meet established transportation schedule to Point of Arrival;
- [] Establish chain of command, performance expectations and extent of delegation with RHA;
- [] Execute duties of Chief of Party if appointed as such when activated and traveling together with other mobilized HHS personnel;
- [] Attend briefing conducted by RHA with CFO, MST Leader and Deputy; and
- [] Make initial contact with RHA or receiving government officials to establish location(s) for initial briefing and identification of local needs.

On-site Operations

- [] Provide supervision to the staff assigned to the ERT ESF#8;
- [] Notify the ERT Operations Section Chief and/or the Emergency Services Branch Chief on arrival;
- [] Meet with appropriate officials including CFO, MST Leader & Deputy and receive initial briefing. Discuss how the MST will function in meeting local needs;
- [] Make personal contact with other ERT ESF representatives, Mission Assignment Coordinator, and other key ERT personnel you will be working closely with and introduce yourself and explain your function;
- [] If Deputy ERT ESF#8 is assigned, discuss responsibilities, shift schedules, expectations etc.;
- [] Organize the workspace provided for the performance of your duties;
- [] Continuously review Mission Assignment Report for accuracy and consistency in tasking and subtasking of HHS missions, cost estimates, dates of completion, Mission Assignment number, and any other relevant information;
- [] Participate in daily briefings and planning meetings. Provide oral input on the status of ESF#8 operations and recommend operational priorities as necessary;
- [] Provide Information and Planning Section accurate and timely input for SITREPs and briefings. Review SITREPs for accuracy;
- [] Comment on draft Action Plans prepared by Information and Planning Section;

ERT ESF#8 TEAM LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Shortly upon arriving at FEMA HQ, contact OEP/EOC to inform them of your arrival and to receive latest update on HHS disaster response actions;
- [] Create and maintain a computerized log of the activities performed during the assignment;
- [] Establish approval procedures and limitations for ordering resources with RHA and share with CFO;
- [] Obtain ERT, EST, and OEP/EOC meeting and briefing schedules;
- [] Provide the Emergency Services Branch Chief with 24-hour contact number for your position;
- [] Apprise the Emergency Services Branch Chief or Operations Section Chief of any potential or current problems with staffing of your position;
- [] Compile documentation for historical records including a chronology of events and dates and times, and the status of key actions;
- [] Discuss MST objectives for each operational period with CFO and MST Leader to assure they meet FCO and State Coordinating Officer Operational Objectives;
- [] Maintain contact with local government officials to assure their long range plans are available to the MST;
- [] Work with RHA to ensure that a complete system of resource accountability is operational and meets government needs;
- [] Review demobilization plans with RHA and MST Leader and ensure they are consistent with ERT and local government expectations;
- [] Discuss with RHA the After Action Review Process and implement its requirements;
- [] Maintain Unit Log;
- [] Perform duties and tasks as described in your position description, as requested by FEMA representatives, or as directed by the RHA; and
- [] As an official representative of HHS, perform all duties in a courteous, professional manner.

ERT ESF#8 TEAM LEADER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation

- [] Work with MST Leader to ensure property accountability records are complete;
- [] Ensure all FEMA required records and reports are turned over to the FEMA documentation unit prior to demobilization;
- [] Assist MST Leader to assure completion of all Worker's Comp case files;
- [] Periodically with RHA & MST Leader, review demobilization accomplishments in relation to the written plan;
- [] Gather all files, logs, and reports for transfer to HHS regional office;
- [] Copy all computer data onto disks for transport and storage at HHS regional office;
- [] Post sign at workstation displaying the point of contact with HHS for receiving subsequent telephone calls, etc.;
- [] Notify all immediate contacts (ERT, OEP/EOC, HHS health and medical response resources, etc.) of your deactivation. *Note:* If you are being deactivated, but the position is not, notify all your immediate contacts of the name of your replacement;
- [] Notify your mobilizing authority of your deactivation and determine your new status (re-assignment, resume normal duties, etc.);
- [] Receive performance evaluation from ERT Emergency Services Branch Chief and RHA; and
- [] Participate in functional (command) and overall team(s) AAR(s).

DEPUTY ERT ESF#8 TEAM LEADER OPERATIONAL CHECKLIST

Upon Activation

- [] Receive notification of assignment and instructions from mobilizing authority. Normally this would either be the RHA of the affected region or the OEP/EOC;
- [] Receive briefing from ERT ESF#8 Leader and/or RHA and share travel information and identify meeting location ;
- [] Meet established transportation schedule to Point of Arrival;
- [] Establish chain of command, performance expectations and extent of delegation with RHA;
- [] Attend briefing conducted by RHA with ERT ESF#8, CFO, and MST Leader; and
- [] Make initial contact with RHA or receiving government officials to establish location(s) for initial briefing and identification of local needs.

On-site Operations

- [] Provide supervision to the staff assigned to the ERT ESF#8;
- [] Notify the ERT ESF#8 Leader and/or Operations Section Chief on arrival;
- [] Meet with appropriate officials including CFO, MST Leader and receive initial briefing. Discuss how the MST will function in meeting local needs;
- [] Make personal contact with other ERT ESF representatives, Mission Assignment Coordinator, and other key ERT personnel you will be working closely with and introduce yourself and explain your function;
- [] Assist in organizing the workspace provided for the performance of your duties;
- [] Discuss responsibilities, shift schedules, expectations etc. with ERT ESF#8 Leader;
- [] Continuously review Mission Assignment Report for accuracy and consistency in tasking and subtasking of HHS missions, cost estimates, dates of completion, Mission Assignment number, and any other relevant information;
- [] Participate in daily briefings and planning meetings. Provide oral input on the status of ESF#8 operations and recommend operational priorities as necessary;
- [] Provide Information and Planning Section accurate and timely input for SITREPs and briefings. Review SITREPs for accuracy;
- [] Comment on draft Action Plans prepared by Information and Planning Section;
- [] Shortly upon arriving at FEMA HQ, contact OEP/EOC to inform them of your arrival and to receive latest update on HHS disaster response actions;
- [] Create and maintain a computerized log of the activities performed during the assignment;

DEPUTY ERT ESF#8 TEAM LEADER
OPERATIONAL CHECKLIST (CONTINUED)

On-site Operations (Continued)

- [] Establish approval procedures and limitations for ordering resources with RHA and share with CFO;
- [] Obtain ERT, EST, and OEP/EOC meeting and briefing schedules;
- [] Provide the Emergency Services Branch Chief with 24-hour contact number for your position;
- [] Apprise the Emergency Services Branch Chief or Operations Section Chief of any potential or current problems with staffing of your position;
- [] Compile documentation for historical records including a chronology of events and dates and times, and the status of key actions;
- [] Discuss MST objectives for each operational period with CFO and MST Leader to assure they meet FCO and State Coordinating Officer Operational Objectives;
- [] Maintain contact with local government officials to assure their long range plans are available to the MST;
- [] Work with RHA to ensure that a complete system of resource accountability is operational and meets government needs;
- [] Review demobilization plans with RHA and MST Leader and ensure they are consistent with ERT and local government expectations;
- [] Discuss with RHA the After Action Review Process and implement its requirements;
- [] Maintain Unit Log;
- [] Perform duties and tasks as described in your position description, as requested by FEMA representatives, or as directed by the RHA; and
- [] As an official representative of HHS, perform all duties in a courteous, professional manner.

Deactivation

- [] Ensure property accountability records are complete and all FEMA required records and reports are turned over to the FEMA documentation unit prior to demobilization;
- [] Assist MST Leader to assure completion of all Worker's Comp case files;
- [] Periodically with RHA & MST Leader, review demobilization accomplishments in relation to the written plan;
- [] Gather all files, logs, and reports for transfer to HHS regional office;
- [] Copy all computer data onto disks for transport and storage at HHS regional office;

DEPUTY ERT ESF#8 TEAM LEADER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation (Continued)

- [] Post sign at workstation displaying the point of contact with HHS for receiving subsequent telephone calls, etc.;
- [] Notify all immediate contacts (ERT, OEP/EOC, HHS health and medical response resources, etc.) of your deactivation. *Note:* If you are being deactivated, but the position is not, notify all your immediate contacts of the name of your replacement;
- [] Notify your mobilizing authority of your deactivation and determine your new status (re-assignment, resume normal duties, etc.);
- [] Receive performance evaluation from ERT ESF#8 Leader; and
- [] Participate in functional (command) and overall team(s) AAR(s).

ERT ESF#8 PUBLIC INFORMATION OFFICER OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority;
- [] Contact ERT ESF#8 Leader and share travel information and expected time of arrival;
- [] Obtain supplies and equipment commensurate with your assignment;
- [] Contact the regional RCC and/or the OEP/EOC and obtain HHS response activities to date;
- [] Obtain any known press releases pertaining to the health and medical response; and
- [] Obtain any information on media organizations currently covering the disaster.

On-site Operations

- [] Immediately upon arrival at DFO contact the ERT ESF#8 Leader and/or Deputy and advise them of your arrival;
- [] Organize the workspace provided for the performance of your duties;
- [] Contact ERT Emergency Information and Media Affairs Office (EIMAO) and obtain the following:
 - Current and planned media activities;
 - Media management policy;
 - Current press organization in operation;
 - Support facilities available for briefings;
 - Availability of local equipment such as computers, copy machines, etc.; and
 - Obtain copy of any new press releases pertaining to the disaster.
- [] Provide EIMA with 24-hour contact number for your position;
- [] Determine from ERT ESF#8 Leader if there are any limits on information release;
- [] Develop material for use in media briefings;
- [] Obtain ERT ESF#8 Leader approval of media releases;
- [] Create and maintain current information summaries and/or displays on the disaster and provide information on disaster status to ESF#8 staff;
- [] Keep abreast of activities in the DFO by observing situation displays, reading SITREPs;
- [] Field media requests on HHS health and medical response resources and determine appropriate and necessary response.;
- [] Advise ERT ESF#8 staff of scheduled visits by HHS senior officials;
- [] Keep ERT ESF#8 Team Leader informed of all press activities in advance;
- [] Arrange for tours and other interviews or briefings that may be required; and
- [] Maintain Public Information Officer Activity Log.

ERT ESF#8 PUBLIC INFORMATION OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation

- [] Compile public information documentation for historical purposes, including a chronology of events;
- [] Notify all immediate contact, including news media contacts of your deactivation;
- [] Provide technical brief to EIMAO Officer on your activities while on assignment; and
- [] Receive performance evaluation from the ERT ESF#8 Team Leader.

ERT ESF#8 OPERATIONS SECTION CHIEF OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority;
- [] Contact ERT ESF#8 Leader and share travel information and expected time of arrival and ascertain if there are any meetings or briefings you are expected to attend upon arrival to disaster location;
- [] Compile supplies and equipment commensurate with your assignment;
- [] Contact the ROC ESF#8 representative and receive status on HHS health and medical response resources deployed or being deployed; and
- [] Contact the OEP/EOC for a current status on HHS operational response to the disaster.

On-site Operations

- [] Immediately upon arrival at DFO contact the ERT ESF#8 Leader and/or deputy and advise them of your arrival;
- [] Organize the workspace provided for the performance of your duties;
- [] Establish ESF#8 operational procedures at the DFO;
- [] Specify communications requirements within DFO and from DFO to HHS field operations;
- [] Establish methodology for mission assignment flow;
- [] Brief ERT ESF#8 Leader as to status of all Mission Assignments/Requests for Federal Assistance (RFAs);
- [] Frequently coordinate ESF#8 Mission Assignments/RFAs with FEMA Mission Assignment Coordinator;
- [] Assign Assignments/RFAs within ERT ESF#8 functions;
- [] Maintain Assignments/RFAs files and track them till closure;
- [] Provide all necessary planning and operations data to all other ESF#8 functions;
- [] Coordinate financial management of all Mission Assignments/RFAs with ERT ESF#8 Administrative and Finance Section; and
- [] Maintain daily operations Activity Log.

Deactivation

- [] Compile Operations documentation and submit to ERT ESF#8 Leader for insertion into ERT ESF#8 documentation package for submission to RHA;
- [] Notify all immediate contacts, of your deactivation;
- [] Provide technical brief to ERT Operations Section Chief prior to departure; and
- [] Receive performance evaluation form ERT ESF#8 Team Leader.

ERT ESF#8 PLANNING/RECOVERY SECTION CHIEF OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority;
- [] Contact ERT ESF#8 Leader and share travel information and expected time of arrival and ascertain if there are any meetings or briefings you are expected to attend upon arrival to disaster location; and
- [] Obtain supplies and equipment commensurate with your assignment.

On-site Operations

- [] Immediately upon arrival at DFO contact the ERT ESF#8 Leader and/or deputy and advise them of your arrival;
- [] Organize the workspace provided for the performance of your duties;
- [] Contact ERT Information and Planning Section and discuss guidelines, procedures, formats and time frames for information reporting;
- [] Establish a schedule for ERT ESF#8 for information reporting requirements and briefings;
- [] Facilitate briefings and planning meetings;
- [] Develop planning/recovery requirements for ERT ESF#8 staff;
- [] Establish and maintain procedures for the completion and filing of all historical records;
- [] Develop ERT ESF#8 deactivation plans;
- [] Coordinate internally with other ERT ESF#8 staff to gather, assess, and evaluate HHS disaster response data;
- [] Coordinate directly with FEMA Information and Planning Section to insure compliance with FEMA reporting requirements;
- [] Coordinate with the MST, RHA and OEP to initiate recovery activities;
- [] Coordinate all ERT ESF#8 internal and external reports such as SITREPs, Functional Plan and Activity Logs; and
- [] Maintain Activity Log.

Deactivation

- [] Acquire documentation records from ERT ESF#8 staff and consolidate into one complete documentation package. Submit to ERT ESF#8 Leader for review;
- [] Supervise the development/execution of the ERT ESF#8 Deactivation Plan;
- [] Brief FEMA ERT Information and Planning Section Chief on your activities and submit required FEMA records and reports;
- [] Consult with ERT ESF#8 Leader on any responsibilities you have relative to any After Action Review;
- [] Notify all immediate contacts of your deactivation; and
- [] Receive performance evaluation from ERT ESF#8 Team Leader.

ERT ESF#8 ADMINISTRATIVE/FINANCE SECTION CHIEF OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority;
- [] Contact ERT ESF#8 Leader and share travel information and expected time of arrival and ascertain if there are any meetings or briefings you are expected to attend upon arrival to disaster location;
- [] Contact RHA and/or OEP/EOC and discuss or verify:
 - Fiscal authorities you will have during assignment. Examples of these authorities would be to sign contracts, purchase orders, etc.;
 - The level of review desired for any contract actions;
 - Fiscal reporting requirements, timeframes, and to whom they should go;
 - Existing contracts or agreements in place that may be of use on this assignment; and
 - Type and level of administrative support to be provided by the HHS region or OEP.
- [] Obtain supplies and equipment commensurate with your assignment.

On-site Operations

- [] Immediately upon arrival at DFO contact the ERT ESF#8 Leader and/or deputy and advise them of your arrival;
- [] Organize the workspace provided for the performance of your duties;
- [] Contact ERT Administrative Section and discuss guidelines, procedures, formats and time frames for reporting on administrative issues;
- [] Contact ERT Comptroller and discuss guidelines, procedures, formats and timeframes for reporting on financial issues;
- [] Be prepared to serve as ERT ESF#8 contact point for all ERT ESF#8 financial management issues;
- [] Establish methodology for procurement procedures to be used by ERT ESF#8 staff;
- [] Establish a precise accounting and tracking system to ensure that all ERT ESF#8 fiscal and administrative support actions are accurately documented and filed in a safe place;
- [] Provide Team Leader and Operations Section Chief with regular reports on the amount of money spent and obligated by ERT ESF#8 response actions;
- [] Contribute regularly to ERT ESF#8 planning meetings and briefings;
- [] Advise other internal functions on cost estimates for proposed actions;
- [] Oversee time-keeping procedures for all ERT ESF#8 staff;
- [] Coordinate administrative and financial actions with MST Administrative/Finance Section Chief to avoid conflicts or duplication; and
- [] Maintain Administrative/Financial Activity Log.

ERT ESF#8 ADMINISTRATIVE/FINANCE SECTION CHIEF
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation

- [] Ensure all rented facilities and equipment are inspected prior to release. Ensure the inspection is documented;
- [] Ensure all contract, purchase orders and payments are closed and prepare documents for final billing;
- [] Compile administrative/finance documentation and submit to ERT ESF#8 Planning Section for inclusion into final documentation package;
- [] Provide technical brief to the ERT Administrative Section and Comptroller on your activities while on this assignment;
- [] Notify all immediate contacts of your deactivation; and
- [] Receive performance evaluation from ERT ESF#8 Team Leader.

ERT ESF#8 LOGISTICS SECTION CHIEF
OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority; and
- [] Contact ERT ESF#8 Leader and share travel information and expected time of arrival and ascertain if there are any meetings or briefings you are expected to attend upon arrival to disaster location.

On-site Operations

- [] Immediately upon arrival at DFO contact the ERT ESF#8 Leader and/or deputy and advise them of your arrival;
- [] Organize the workspace provided for the performance of your duties;
- [] Contact ERT Logistics Section and discuss resource ordering procedures;
- [] Perform immediate evaluation of logistical situation. Discuss needs with ERT ESF#8 Section Chiefs;
- [] Prepare information for SITREPs on the status of HHS health and medical response resources;
- [] Participate in daily situation updates and ERT ESF#8 planning meetings;
- [] Coordinate communications support with ESF#2 regarding use of FEMA communications assets for use by ERT ESF#8 and HHS health and medical response resources working under the MST;
- [] Coordinate frequency management with MST Logistics Chief to ensure uninterrupted communications at the disaster site. This coordination would require working with the Spectrum Management Officer from the National Network Operations Center who is available through the FEMA ERT Logistics Chief;
- [] Confirm that communications links with other departments and agencies are established. Assist in setting them up if links are not in place;
- [] Provide support to the MST for establishing a property accountability system for all tangible items used to support FEMA disaster activities; and
- [] Maintain Logistics Activity Log.

ERT ESF#8 LOGISTICS SECTION CHIEF
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation

- [] Compile logistics documentation and submit to ERT ESF#8 Planning Section for inclusion into final documentation package;
- [] Assist in electronic archival procedures;
- [] Provide FEMA logistics an inventory of FEMA communications equipment used by HHS health and medical response resources, including MST and NDMS response teams. Include listing of such equipment needing repairs and replacements;
- [] Provide technical brief to the ERT Logistics Section Chief on your activities while on this assignment;
- [] Notify all immediate contacts of your deactivation; and
- [] Receive performance evaluation from ERT ESF#8 Team Leader.

V. CHECKLISTS

D. REGIONAL OPERATIONS SUPPORT TEAM (ROST)

Position checklists have been developed for:
ROST ESF#8 Representative; and
ROST ESF#8 Resources/Situation Officer.

ROST ESF#8 REPRESENTATIVE OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority who in most cases would be the RHA or Regional Emergency Coordinator;
- [] Contact RCC and advise of your expected time of arrival at the ROC;
- [] Contact the ROC Director and advise of your mobilization and expected time of arrival. Inquire if there are any special instructions FEMA may have for your assignment; and
- [] Gather any materials and reference books you may need during assignment, specifically the State Health Profile for the disaster affected State.

On-site Operations

- [] Immediately upon arrival at the ROC, personally contact the ROC Director to advise them of your arrival and receive a briefing from them;
- [] Introduce yourself to other ROC representatives whom you will be having frequent contact with;
- [] Organize the workspace provided for the performance of your duties;
- [] If a ROC ESF#8 Resources/Situation Officer is assigned to you, discuss responsibilities, shift schedules, expectations etc;
- [] Obtain ROC meeting and briefing schedules, phone directories, etc.;
- [] Shortly upon arriving at the ROC contact OEP/EOC and EST ESF#8 to inform them of your arrival and to receive latest update on HHS disaster response actions;
- [] Contact the HHS ERT-A representative and establish communication procedures between the two of you and the processes for which State requests for health and medical assistance will be handled;
- [] Contact the RCC and discuss how administrative responsibilities and issues will be handled between ROC, ERT-A and RCG;
- [] Create and maintain a computerized log of the activities performed during the assignment;
- [] Continuously review Mission Assignment reports generated from the ROC and EST for accuracy and consistency in tasking and subtasking of HHS missions, cost estimates, dates of completion, Mission Assignment number, and any other relevant information;
- [] Participate in ROC daily briefings and planning meetings. Provide oral input on the status of ESF#8 operations and recommend operational priorities as necessary;

ROST ESF#8 REPRESENTATIVE OPERATIONAL CHECKLIST

On-site Operations (Continued)

- [] Provide Information and Planning Section accurate and timely input for SITREPs and briefings. Review SITREPs for accuracy;
- [] Provide the Operations Section Chief with 24-hour contact number for your position. Apprise the Operations Section Chief any potential or current problems with staffing of your position;
- [] Continually acquire and assess information about the disaster situation;
- [] Forward all assessment information and any requests for HHS health and medical response resources to the RCC for action. Provide recommendations if appropriate;
- [] As principal point of contact for HHS health and medical response resources with the SEOC in the early stages of the disaster and until the ERT is established, provide a coordination link with them and the RCC during this interim;
- [] Serve as liaison between RCC and representatives of other ESFs at the ROC;
- [] Maintain Activity Log of actions taken during assignment;
- [] Compile documentation for historical records including a chronology of events and dates and times, and the status of key actions;
- [] Perform duties and tasks as described in your position description, as requested by FEMA representatives, or as directed by OEP;
- [] As an official representative of HHS, perform all duties in a courteous, professional manner; and
- [] Advise RHA when your assignment is completed. This will normally occur when the ERT becomes operational in the DFO.

Deactivation

- [] Gather all files, logs, and reports for transfer to HHS regional office;
- [] Copy all computer data onto disks for transport and storage at HHS regional office;
- [] Post sign at workstation displaying the point of contact with HHS for receiving subsequent telephone calls, etc;
- [] Notify all immediate contacts (EST ESF#8, ERT ESF#8, OEP/EOC, HHS health and medical response resources, State health officials, etc) of your deactivation; and
- [] Notify your mobilizing authority of your deactivation and determine your new status (re-assignment, resume normal duties, etc.).

ROST ESF#8 RESOURCES/SITUATION OFFICER OPERATIONAL CHECKLIST

Upon Activation

- [] Receive briefing from mobilizing authority who in most cases would be the RHA or Regional Emergency Coordinator;
- [] Contact ROC ESF#8 Representative and advise of your mobilization and expected time of arrival at the ROC. Inquire if there are any special instructions;
- [] Contact the RCC and obtain most recent information on status of mobilized HHS health and medical response resources and disaster situation status; and
- [] Gather any materials and reference books you may need during assignment. Specifically any computer software or manual systems for tracking resources and situation status.

On-site Operations

- [] Immediately upon arrival at the ROC, personally contact the ROC ESF#8 Representative to advise them of your arrival and receive a briefing from them;
- [] Clarify your role, responsibility, expectations, and shift schedule with the ROC ESF#8 Representative;
- [] Organize the workspace provided for the performance of your duties;
- [] Obtain ROC meeting and briefing schedules, phone directories, etc.;
- [] Maintain master list of HHS health and medical response resources;
- [] Maintain status condition and current location of HHS response resources;
- [] Collect, process, and organize ESF#8 situation information;
- [] Prepare SITREPs;
- [] Develop projections, forecasts of future events;
- [] Prepare maps, displays of HHS intelligence information;
- [] Maintain accurate, complete files. Especially those relating to HHS mission assignments;
- [] Provide fax and duplication services;
- [] Compile documentation for historical records including a chronology of events and dates and times, and the status of key actions;
- [] Perform duties and tasks as described in your position description, or as requested by the ROC ESF#8 Representative;
- [] Obtain performance evaluation from the ROC ESF#8 Representative; and
- [] As an official representative of HHS, perform all duties in a courteous, professional manner.

ROST ESF#8 RESOURCES/SITUATION OFFICER
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation

- [] Gather all files, logs, and reports for transfer to HHS regional office;
- [] Copy all computer data onto disks for transport and storage at HHS regional office;
and
- [] Determine your new status (re-assignment, resume normal duties, etc.) with the
ROC ESF#8 Representative.

V. CHECKLISTS

E. REGIONAL HEALTH ADMINISTRATOR (RHA)

A checklist has been developed for the RHA.

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REGIONAL HEALTH ADMINISTRATOR (RHA)
OPERATIONAL CHECKLIST

Upon Activation

- [] Notify available regional staff to set up and begin operations in the RCC;
- [] Establish contact with OEP/EOC and share briefings on known disaster conditions;
- [] Appoint representative to serve as liaison at EOC of the agency with jurisdictional responsibility for disaster response; and
- [] Appoint HHS representative for ERT-A if response is under Stafford Act authorities.

On-site Operations

- [] Provide supervision to the RCG;
- [] Provide supervision to the following entities if disaster is under Stafford Act authorities:
 - CFO;
 - ROC ESF#8 Representative; and
 - ERT-A or ERT ESF#8 Representative.
- [] Provide administrative direction and support to the regional response activities;
- [] Coordinate human services support required from other HHS components located within the region;
- [] Keep HHS Regional Director informed of HHS regional involvement;
- [] Maintain communications with Emergency Management Agency officials in affected State(s);
- [] Keep OEP informed of issues and concerns regarding HHS health and medical response resources;
- [] Make decisions regarding resource allocations, staffing needs, demobilization, etc. of HHS health and medical response resources;
- [] Monitor the progress of the HHS response to the disaster or emergency;
- [] Assure that all costs associated with the disaster response is accurately tracked; and
- [] Maintain a log of activities.

REGIONAL HEALTH ADMINISTRATOR (RHA)
OPERATIONAL CHECKLIST (CONTINUED)

Deactivation

- [] Assure that pertinent documentation that is responsibility of the HHS region is compiled, cataloged, and accounted for;
- [] Assure that any required AARs are received from individuals or teams before deactivation and departure;
- [] Conduct close-out meetings, when necessary, with individuals or teams to address issues, performance, etc.; and
- [] Conduct performance appraisals of individuals reporting directly to you during the disaster response.