BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS

Checklist

ACTIVATION/DEMOBILIZATION GENERIC CHECKLIST

ACTIVATION STAGE

▶ Check in with the Personnel Unit (in Logistics) upon arrival at the Emergency Operations Center (EOC) or Incident Command Post (ICP).
▶ Report to EOC Director or Incident Commander, Section Chief, Sector Coordinator, or other assigned Supervisor.
▶ Set up workstations and review position responsibilities
▶ Establish and maintain a position log, which chronologically describes actions taken during your shift.
▶ Determine resource needs, such as a computer, phone, plan copies, and other reference documents.
▶ Ensure Response Information Management System is operational (EOC ONLY)

OPERATIONAL STAGE

▶ See individual work assignments

DEMOBILIZATION STAGE

▶ Deactivate assigned position and close out logs when authorized by the Incident Commander or EOC Director.
▶ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to departure.
▶ Be prepared to provide input to the after-action report.
▶ If another person is relieving you, ensure they are thoroughly briefed before leaving workstation.
▶ Clean up work area before leaving.
▶ Leave a forwarding phone number where you can be reached.