

**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.

