

PERSONNEL/VOLUNTEER UNIT CHECKLIST -- Page 1

Op Period Date: ____ / ____ / ____ Times: _____ to

NAME: _____

	ACTIONS	PHONE #	NO.
R E V I E W	CHECK-IN: Ensure you and your staff are properly checked in to the EOC.		
	UNITY OF COMMAND: Each member of the EOC staff will have only one direct supervisor. This is to prevent accountability breakdowns.		
	SPAN OF CONTROL: Manageable Span of Control is 3 to 7 staff per supervisor. 1:5 is ideal.		
	RESOURCE TRACKING: Any changes in resource status (Available, assigned, or out-of-service) should be recorded by the supervisor and reported to RESTAT (Resource Status Unit).		
	BRIEFING: Receive initial briefing from or on the direction of your immediate supervisor.		
	MEETINGS: Participate in EOC, OPS, Planning Process and Briefings, as required.		
	ACCOUNTABILITY: Maintain effective accountability for assigned personnel and resources.		
	SAFETY: Ensure compliance with all safety practices and procedures.		
	SUPERVISORS: Organize, Assign and Brief staff, deputies and assistants.		
	TERMINOLOGY: Use clear text and ICS terminology.		
	EQUIPMENT: Ensure your equipment and that equipment in your unit is operational prior to each operational period.		
	DEMOBILIZE: As per the Demobilization Plan		
	AFTER-ACTION: Participate in the After-Action Process.		
	DOCUMENTATION: Maintain your position checklist and Unit Log (ICS 214).		
D U T Y	PERSONNEL/VOLUNTEER UNIT RESPONSIBILITIES:		
	Provide personnel resources as requested in support of EOC and field operations with the exception of mutual aid resources (Law and Fire) Oversee the identification, registration and use of community volunteers (with CVNL).		

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Develop and maintain the EOC organization charts

PERSONNEL/VOLUNTEER UNIT CHECKLIST -- Page 2

Op Period Date: ____ / ____ / ____ Times: _____ to

NAME: _____

	ACTIONS	PHONE #	NO.
P R I M A R Y	REVIEW: Page One (Review and Duties)		
	SITUATION: Develop an understanding of the field incidents, the status of the city, and the available resources.		
	IAP: Develop and implement the PERS/VOL portion of the EOC Action Plan		
	SUPERVISE: PERS/VOL Unit Staff		
	COORDINATE: Check-in and Check-out with Security and Demob		
	UPDATE: Management Section and other Sections as needed.		
S E C O N D A R Y	DOC'S: Ensure each department is aware that the PERS/VOL Unit has been activated.	Police: COMM # Fire: COMM # DPW: COMM #	
	PROCESS: all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed, and to whom they are needed, and to whom to report upon arrival. Determine estimated time of arrival of personnel; advise the requesting parties.		
	COORDINATE: requests for personnel with OPS Section prior to acting on the request.		
	ESTABLISH: communications with volunteer agencies and other organizations that can provide personnel resources.		
	KEEP: LOGS Chief informed of significant issues.		
	ESTABLISH: registration locations with sufficient staff to register volunteers and issue them Disaster Service Worker ID cards.		
	DEVELOP: a method for City/NFD employees to contact their departments and obtain updated information on the status of emergency and their role.		
T E R T I A R Y	MAINTAIN: a status board or other reference to track incoming personnel resources.		
	DETERMINE: the need for crisis counseling for emergency staff.		
	ARRANGE: for childcare or other family support services for EOC personnel as required.		



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