

CADRE Unit EOC Checklist

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Mission: Coordinate the disaster support of Private-Non-Profit organizations (PNP) to support City and County disaster response and facilitate the reimbursement process.



Activation – During the Event	
	Receive and document official CADRE activation request.
	<p>Administrative</p> <ul style="list-style-type: none"> • Check in at the County EOC Sign-In desk • <i>If you bring a USB FLASH DRIVE, have it scanned at Check-In.</i> • Fill out T-Card with date/time and cell phone number. Place in the CADRE slot on the wall rack. • Find CADRE position seat and put on identification vest. Put a name tag in the front pocket. • Find position telephone and test it. Full instructions in Tab 7 of CADRE position reference binder. • Ask the EOC Coordinator for any Logistics needs for your position (paper, computer, printer access, etc.) • Access the CADRE matrix of services by function (soft copy is on the USB flash drive; hard copy is in the EOC Desk Manual) • Access the CADRE member list (soft copy is on the USB flash drive; hard copy is in the EOC Desk Manual)
	<p>Documentation</p> <ul style="list-style-type: none"> • Begin a Unit Log (AP214). Maintain all records and documentation to support the After Action Report and the history of the emergency/disaster to include: <ul style="list-style-type: none"> ○ Messages received ○ Actions taken, requests filled ○ Decisions, justification and documentation ○ EOC personnel (reporting to you), time on duty and assignments • Be sure you have a written request for specific services or an existing agreement on file • Confirm that CADRE is acting as the intermediary and notify all organizations • Ensure that MOUs are in place for all service providers within 30 days of the Governor's proclamation • Track all costs • Provide status updates and reports to your Supervisor as requested • Maintain any maps or status boards required

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	<p>Documentation (continued)</p> <ul style="list-style-type: none">• Provide guidance, as needed, to individual organizations on documentation needed for possible reimbursement• <i>Note: Precise information is essential to meet requirements for reimbursement by California OES</i>
	<p>Situational Awareness</p> <ul style="list-style-type: none">• Obtain a briefing from your Supervisor. Clarify any issues regarding your authority and assignment and what others in the organization do.• Get a copy of the EOC meeting and briefing schedule• Attend Safety Briefings and other meetings as requested• Review planning objectives of the EOC Action Plan• Determine needs that can be supported by CADRE• Review Situation Reports as presented
	<p>Staffing</p> <ul style="list-style-type: none">• Determine staffing requirements to meet expected operational periods; request additional personnel as required• Contact your relief for the next Operational Period (if appropriate)• Ensure that all incoming personnel who report to you are fully briefed
	<p>Communication</p> <ul style="list-style-type: none">• Establish contact with CADRE leadership team• Activate the CADRE network via:<ul style="list-style-type: none">○ Website – update the CADRE website Current Activations page*○ Email – using Get Response www.getresponse.com*• Schedule conference call with CADRE leadership and/or membership based on EOC meeting schedule. Use a service such as WebEx or UberConference.• Establish a briefing schedule• Make a list of contact information for organizations you are working with for this event. Post them at the CADRE desk.• Get a copy of any press releases from the PIO• Monitor the CADRE email account (ongoing)*• Update website Current Activations page as appropriate*
	<p>Coordination</p> <ul style="list-style-type: none">• Coordinate with other EOC positions and agencies as necessary. Use face-to-face meetings in the EOC whenever possible and document decisions/policy.

* See CADRE EOC Desk Manual for instructions

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	<p>Coordination (continued)</p> <ul style="list-style-type: none"> • If possible, identify a lead to conduct resource coordination meetings. • Conduct periodic briefings with those who report to you and be sure they understand priorities • Response-related Logistics requests should be put on the Resource Request form and given to the Care & Shelter Branch Director who will forward to Logistics • Refer all media contacts to the PIO
	<p>Advanced Planning</p> <ul style="list-style-type: none"> • Think ahead and anticipate situations and problems before they occur • Request additional resources as needed • Develop backup strategies • Anticipate support needs and forward to your Supervisor • Begin recovery planning
	<p>Demobilization – End of Shift</p>
	<p>Follow EOC Demobilization Checklists</p> <ul style="list-style-type: none"> • Review all forms/documentation for completeness (fill in dates, times, avoid abbreviations and acronyms) • Clean up your position and put away your vest • Leave a contact phone number • Turn in your T-Card
	<p>Transition to Recovery – Refer to CADRE Ops Protocols</p>
	<p>Make copies or take pictures of your AP 214 and any other documentation.</p>
	<p>Provide a full briefing of all important issues to your relief.</p>
	<p>Determine what follow-up to your assignment might be required before you leave and inform your Supervisor.</p>
	<p>Let all stakeholders from your communication list know that shift is changing.</p>
	<p>Prepare a list of:</p> <ul style="list-style-type: none"> • Lessons learned for the After Action Report • Needed changes to checklists • Requests for replacement of supplies/equipment • Recommendations for special recognition/commendations

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	Readiness – Before the Event
	Review Generic Readiness Checklist.
	Review the Just-in-Time training and CADRE EOC Desk Manual. Check the CADRE website for the most current versions.
	Take the FEMA <i>Introduction to Incident Command System</i> IS 100.b online training
	Ensure current MOUs and essential services are on file for all CADRE members. Give new members Activation Checklist and Recovery FAQs.
	Submit Applicant's Authorized Agent Resolution to Cal OES.
	Review CDAA forms and submission deadlines.
	Review Recovery Checklist.