

Supported Specialty WebEOC Boards

Duty Officer (DO) Checklist (Version 1.0) Incident Independent

Description: The Duty Officer (DO) Checklist board records the weekly checklist items that the DO must perform.

Views: This board offers a list view with access to create or edit checklist records.

List View - This view lists all recorded weekly Duty Officer checklists.

Training - 2015

OEM Duty Officer Checklist

New

Duty Officer	Week Of	OEM DO Alert Sent	WebEOC LogIn	Notifications are Operational	EOC Inspection Done	EOC Food Check	Communication Equipment Check	OEM Email Checked	OEM Staff Agenda Posted	1700 AM Reboot	Local, Regional, National Activities Monitored	Action
Alan Winters	06/07/2012	✓		✓							✓	Edit View
Joan Koss	07/13/2012	✓	✓	✓	07/11/2012 14:13:16		07/13/2012 14:13:28	✓	✓	✓	✓	Edit View
John Doe	06/12/2012	✓	✓	✓	06/09/2012 17:13:36		06/13/2012 10:34:12		✓	✓	✓	Edit View

Default Features:

- New record creation by clicking the *New* button
- Record editing through the *Edit* button
- *View* button to see additional details for the corresponding checklist.

Variations: Arlington County also has a version of this board, called the Watch Desk Checklist, for the Watch Desk with position appropriate checklist items.

Input (Edit) View – This view enables the user to record checklist data.

OEM Duty Officer Checklist

Name: Week of:

Send an alert (EAS to the "OEM Duty Officer group" Monday morning notifying all that he/she is the DO for the week. DO will work a standard 5-day work week.

DO will log into WebEOC under Duty Officer and note the beginning of the DO shift. Any incidents that occur or any action taken should be noted in WebEOC.

Insure that all notification systems are operational (Arlington Alert, EAS, 1700 AM Radio, WAWAS, Outdoor Warning System).

Once during duty week, the DO will inspect the EOC for Operational Readiness and complete the EOC Checklist.
Date/Time Completed:

During Duty Officer week check that all equipment used for communication is operational (i.e. DO laptops, conference call system, remote access to your desktop, etc).
Date/Time Completed:

Check OEM email (DON'T FORGET since going to the Cloud, you must now use FIREFOX to check this acct via webmail. http://mail.arlingtonia.us domain/user: acgoem password: Emergency911. Once in to webmail you will be asked for username: oem@arlingtonia.us, password: Emergency911)

Post the OEM staff agenda on the Smart Board at the Wednesday OEM staff meeting.

Reboot the 1700 AM computer on the first Wednesday of every month.

Monitor local, regional, national, and world-wide activities that may have an effect on Arlington. Make notifications as necessary.

Additional information:

EOC was operational this week for the Derecho aftermath....all items were functional.
Updated by: DN - ESP-05 at 13:02:40 on 7/6/2012

Add Additional Information:

Default Features:

- Check boxes to indicate an activity was completed
- Date/Time picker code to facilitate proper date format.

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- *Spell Check* button to ensure correct spelling
- Notes field for additional information

Variations: Arlington County also has a version of this board with checklist items for the Watch Desk.