

Supported Specialty WebEOC Boards

EOC Checklist (Version 1.0)

Incident Independent

Description: The EOC Checklist board records the weekly (or designated time period) checklist items that the DO must perform relative to the EOC.

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

List View - This view lists all the Duty Officer EOC Checklist completions and the date it was last modified.

Date/Time	DO Name	Action
07/13/2012 14:48:22	Joan Koss	Edit Display
07/11/2012 16:49:22	John Major	Edit Display
07/10/2012 16:55:15	Mary Johnson	Edit Display

Default Features:

- New record creation by clicking the *New* button
- Record editing through the *Edit* button
- *Display* button to see additional details for the corresponding checklist.
- *Search* capability by Duty Officer name or additional information.

Variations: None

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

Room Check	Main EOC	Ops Section	ESF-15
Television Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smart Board Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computers Turned On	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors Turned Off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies at each work station (pens, paper, telephone message pad, EOC checklist book, hand sanitizer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pantry Check	
Refrigerator Stocked	<input type="checkbox"/>
Pantry Stocked	<input type="checkbox"/>
Food/Snacks Stocked	<input type="checkbox"/>

Printer/Fax Check	
Printer has adequate paper supply	<input type="checkbox"/>
Both faxes have adequate paper supply	<input type="checkbox"/>
Adequate excess supply of paper in white cabinet below	<input type="checkbox"/>

Additional Information (when and who you notify about maintenance / repair)

Default Features:

- Check boxes to indicate that an activity was completed
- Date/Time picker code to facilitate proper date format.
- *Spell Check* button to ensure correct spelling
- Notes field for additional information

Variations: None