

Agency Representative Checklist

Responsible for coordinating agency level issues as a part of the ESF8 response.

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Obtain briefing from the Emergency Coordination Officer on initial situation.		
2. Brief DOH Executive leadership on current situation, unmet needs, and future plans.		
<i>Within Two Operational Periods</i>		
1. Establish a routine schedule for briefing agency executives on incident status.		
2. As appropriate, coordinate with DOH Executives and Division Directors to activate and implement the DOH Emergency Duty Policy.		
3. As appropriate, coordinate with the Division of Administration to activate the Department's Disaster Pay Plan.		
4. As appropriate, coordinate with DOH Legal Counsel on implementing, supplementing or amending Executive Orders from the Governor.		
5. As appropriate, coordinate with DOH Executives and Legal Counsel to Declare Public health Emergencies (not routine).		
<i>Each Operational Period</i>		
1. Assure DOH Executives attend the SERT Senior Leadership Briefing or attend on behalf of executives at the State Emergency Operations Center.		
2. Coordinate between ESF8 Incident Management Team and DOH Executives on policy level issues.		
3. Receive briefings from ESF8 ECO, Liaison Officer or Planning Section Coordinator.		
4. Provide briefings to DOH Executives as appropriate and advise agency executives of critical areas of concerns and response actions.		
5. Coordinate with Departmental Leadership to facilitate the timely and effective use of departmental resources for the response.		
6. Communicate Departmental concerns on incident response to the Incident Management Team to inform incident strategies and executives.		
7. Keep DOH Executives abreast of Senior Leader level meetings, briefings and press conferences and represent the SSG at those meetings as appropriate.		
<i>Upon Demobilization</i>		
1. Complete demobilization paperwork.		
2. Provide input into the after action process.		