

Emergency Management Analyst Checklist

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. Receive initial briefing and immediate priorities from Sit Unit Leader		
2. Review essential elements of information for incident type		
3. Make assignments to subordinate staff for information collection, and analysis		
<i>Initiate Within Two Operational Periods and Continue Daily</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Actively collect information from data systems, technical specialists and analysis to answer the following questions on a routine bases: <ul style="list-style-type: none"> • What is the current status of the threat? (i.e. location/track of the storm, area on fire, locations impacted). • What counties have issued evacuation orders? • How many special needs shelter are open? What is their census? • How many general population shelters are open? Are any serving as functional needs shelters (FNSS model)? If so, what is the census by resident type? • Has an Executive Order been issued? • Has a federal declaration been issued? • Have codes been established for the incident? • How many missions have been assigned to ESF8? What is the status of the missions? • What and how many resources have been deployed? • What federal resources have been assigned to Florida? Are they staged or in-state? • What ancillary impacts might impact ESF8? Road closures, power outages, bridge closures? • What is the SEOC activation status? • Are any special events taking place in the area of operations? • What is the population in the impacted area? What is the population demographic? • Are any reports being received from the Fusion center? 		
3. Initiate data monitoring and analysis in the following systems: <ul style="list-style-type: none"> • EM Constellation • CHARTS • Census Data • National Hurricane Center Website 		
4. Establish contact with technical specialists and the Resource Unit to check status, establish reporting requirements: <ul style="list-style-type: none"> • Special Needs Shelter Coordinator • ESF6 • ESFs 1 & 3 • Resource Unit • Fusion Center ILO 		
5. Provide situation updates and summary reports regarding status of emergency management activities to Unit Leader, Report Process and/or GIS analyst as directed by the Situation Unit Leader.		
6. Verbally, alert Situation Unit Leader of time sensitive/critical information regarding emergency management activities		
7. Prepares ad hoc reports as requested by Situation Unit Leader		

Activities to be completed	Complete	NA
8. Provide report to SUL regarding completion of any incident objectives.		
9. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. Complete evaluations for direct reports		
2. Complete demobilization paperwork		
3. Provide information for after-action report		
4. Return any equipment issued during activation.		
5. Clean up work space before departure.		