

## STATE ESF8 DOCUMENTATION REVIEW & APPROVAL CRITERIA

Attachment K to the ESF8 SOP

Document Type	Frequency Produced	Required Signatures	Source	Primary POC
Incident Action Plans	Each Operational Period	ECO	Posted to EM Constellation Information Message and available in planning mailbox.	Planning Coordinator
Situation Reports	Each Operational Period	ECO Planning Coordinator	Posted to EM Constellation Information Message and available in planning mailbox.	Situation Unit Leader
Incident Organization Rosters (ICS203s)	Each Operational Period	NA	Posted to EM Constellation Information Message and available in planning mailbox.	Resource Unit Leader
Resource Tracking Logs	Each Operational Period	NA	Request from Resource Unit Leader	Resource Unit Leader
Deployment forms and records	For each mission requiring deployments	Logistics Coordinator	Posted to missions request	Staffing Unit Leader
Response Plans	As needed	ECO Planning Coordinator Logistics Coordinator *** SERT Chief (as directed by ECO)	Posted to EM Constellation Information Message	Planning Coordinator
Contingency Plans	As needed	ECO Planning Coordinator Logistics Coordinator Advanced Planning Unit Leader	Planning mailbox	Advanced Planning Unit Leader

Demobilization Plan	At close of incident	ECO Planning Coordinator Logistics Coordinator Finance Coordinator	Posted to EM Constellation Information Message and available in planning mailbox.	Demobilization Unit Leader
Technical Guidance	As needed	ECO Planning Coordinator Technical Specialists	Posted to EM Constellation Information Message and available in planning mailbox.	Planning Coordinator
Public Information Messages	As needed	ESF14	Incident websites Posted to EM Constellation Information Message and available in planning mailbox.	Information Management Unit Leader
Assessments	As needed	NA	Planning mailbox	
Incident Personnel Performance Ratings (ICS225)	At close of incident	ECO	Directly from supervisory positions	Section Coordinators
After Action Reports	At close of incident	ECO	Directly from AAR writer	TBD based on incident