

Report Processor 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 Situation Unit Leader (SUL)		
2. Review essential elements of information for incident type		
3. Establish incident displays boards (physically or virtually) in all ESF8 IMT work sites		
4. Begin populating Situation Report Template with information as received from Analysts		
<i>Initiate Within Two Operational Periods and Continue Daily</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Coordinate with the Planning Section Coordinator to document and disseminate a daily meeting schedule.		
3. Maintain incident display board (virtually or physically) in all locations. Include: <ul style="list-style-type: none"> • Incident objectives • Threat status/summary (i.e. storm track, fire paths, disease reports, etc) • Maps • Status of deployed resources • Health care facility evacuations • Open Special Need shelter with census • Key public health and medical situational updates • Meeting schedule • Weather report • Copies of the current approved IAP, Situation report, Organizational Assignment Lists Safety Briefings and contact lists. 		
4. Post information key received to display board within 15 minutes of receipt.		
5. Draft the Situation report using data provided from analyst. Report should: <ul style="list-style-type: none"> • Follow approved template • Concise and high-level • Include data sources • Include "as of time" for specific reports 		
6. Provide draft Situation Report to Situation Unit Leader at established time for review / approval.		
7. When directed by SUL, load final approved Situation report into EM Constellation Information Message.		
8. Draft ad hoc reports as directed by Situation Unit Leader.		
9. Verbally, alert Situation Unit Leader of time sensitive/critical information (i.e. delayed reports)		
10. Provide report to SUL regarding completion of any incident objectives assigned to your position on the IAP.		
11. Save final situation report and other incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. Complete evaluations for direct reports (if applicable)		
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.		