

# GENERIC READINESS CHECKLIST

**PURPOSE**



Provide readiness activities that are common to all EOC positions.  
To be read by all EOC team members.

| DATE/TIME                            |  | STATUS<br>C=Complete<br>I=In-Progress<br>P=Pending |
|--------------------------------------|--|--|
| <b>ACTIVITIES – BEFORE THE EVENT</b> |  |  |
|                                      | Review/update sections of the emergency plan, annexes, checklists and phone lists related to your duties - quarterly<br>Print or mark sections of the FEMA National Preparedness Resource Center applicable to your EOC responsibility.<br><a href="https://www.fema.gov/national-preparedness-resource-library">https://www.fema.gov/national-preparedness-resource-library</a> |  |
|                                      | Prepare a “Go Kit” with Department Standard Operating Guidelines/Procedures(SOG/SOP), policy statements, operating procedures, manuals, maps, schematics and forms necessary to operate for an extended period in the EOC.<br><i>See recommended Go Kit list for EOC personnel.</i>  |  |
|                                      | Put duplicate copies of all materials in the EOC and alternate EOC whenever possible.  |  |
|                                      | Be familiar with forms used in the EOC.  |  |
|                                      | Be familiar with the location of supplies & resources in the EOC.  |  |
|                                      | Be familiar with the operation of all EOC equipment.   |  |
|                                      | Establish alternate communications methods for your position.  |  |
|                                      | Provide the EOC Coordinator your contact information (phone(s), email, radio call sign, etc.) every six months.  |  |
|                                      | Ensure your cell phone, radio, laptop and other equipment are charged and have a recharging unit and extra batteries.  |  |
|                                      | Complete recommended training for your function level.<br><i>See recommended training guidelines for EOC personnel.</i>  |  |
|                                      | Attend city emergency preparedness meetings and exercises as well as other conferences/workshops relevant to your position.  |  |
|                                      | Register your contact information with Nixle, <a href="http://www.alertscc.com">www.alertscc.com</a> and any other appropriate notification systems.   |  |
|                                      | Encourage staff and community to prepare and take classes.   |  |