

CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST

Department of Education EMERGENCY COORDINATOR ADVISOR TO THE INCIDENT COMMANDER		
NAME	PHONE #	RADIO #
LOCATION: Emergency Operations Center (EOC)		
SUPERVISED BY: INCIDENT COMMANDER		
EMERGENCY TYPE		
SUBORDINATES		
TITLE	NAME	PHONE/RADIO
SUGGESTED EQUIPMENT		
*Office Supplies * Department of Education Emergency Plan (DEEPLAN) * Identification VEST *Radios *Telephones *Cellular Telephones *Resource Lists *Applicable Forms and Logs		
PRIMARY DUTIES		
The person designated by the Incident Commander to manage to continually monitor Emergency response activities directly affecting the department and its employees in order to assist and advise the Incident Commander. This individual serves in an advisory role and subject matter expert in response to emergencies.		
DUTY CHECKLIST		
	Time	Initials
Establish contact with the Incident Commander for an initial briefing		
Assist and advise the Incident Commander on the application of the DEEPLAN		
Verify distribution and use of Emergency Assignment Duties checklists		
Initiate and Emergency Log and Assignment Roster to record essential information		
Coordinate Safety Officer duties during the emergency to address hazardous issues (e.g. fire, chemical spill, health and safety concerns, etc.)		
Collect progress reports from assigned emergency positions		
Assist the Incident Commander in the use of applicable reports, emergency checklists, equipment and resources		

