

NCOEMS EMERGENCY OPERATIONS PLAN (NCOEMS – EOP)
APPENDIX 2: ESF8 STATE EOC ACTIVATION CHECKLIST
OCTOBER 2023

Notification of Activation Received from NCEM

This checklist is specifically created for when NCOEMS receives notification that the SEOC/SERT is activating and NCOEMS is expected to staff the ESF8 Desk physically or virtually. Notification of an activation is typically received by email in advance of an anticipated incident but can occur without notice with an immediate response to the SEOC expected. The tasks listed below should be considered as the initial items necessary at the time the activation is received. Consideration for virtual staff to support these tasks should also be considered.

Initial SEOC Activation Items

- ✓ **Acknowledge Activation from NCEM**
- ✓ **Determine Initial Staffing Plan**
 - a. Responsibility of the ESF8 Lead or designee with an initial 72-hour staffing plan. Staffing plan should be sent to NCEM Emergency Services Group (SERTEmergencyServices@@ncdps.gov) with NCOEMS SDO Email Copied (DHSR.NCOEMS.SDO@dhhs.nc.gov)
- ✓ **OEMS Admin Creates Folder in OwnCloud specific for this incident and shares with OEMS Response group.**
 - a. This folder is used to organize situation reports, staffing plan, and other response specific documents for easy reference and recall.
- ✓ **Activation Email to OEMS staff to request availability from all staff.**
 - a. Detail on reason for activation
 - b. Date and time of initial activation
 - c. Initial staffing plan
 - d. For any response the staff should be polled for availability to support the activation. Some of these positions may be remote or physical depending on the size of incident and anticipated need. Initial availability should be for 1 week. For larger incidents we typically poll for 2 weeks.
 - i. Consider text message to staff about activation through ReadyOp to increase awareness of activation and need for staffing availability.
- ✓ **Initial Activation Email to Regional HPC List-Serv & Partner Agencies**
 - a. Detail on Reason for Activation
 - b. Date and time of initial activation
 - c. Anticipated Timeline for more information to be released.
 - d. Direct to Website for more information
- ✓ **Update ReadyOp forms and Dashboards**
 - a. Patient Movement (Hospital & SMSS)
 - i. Planning Form
 - ii. Individual Form
 - iii. Bulk Upload Form & Template
 - b. Transport & Tracking
 - i. Transportation Resource Form
 - ii. Resource Assignment & Tracking Form
 - c. SMSS Intake Forms – one per anticipated shelter
 - d. Essential Elements of Information

- i. Pre-Incident
 - ii. Post-Incident
- e. 214
- f. Situation reports
- g. Quick AAR form
- h. Unusual Event Report
- i. Daily Schedule Updated
- j. Operational Site Info Sheet
- ✓ **Update Website**
 - a. Put announcement about activation on the main page.
 - b. Create a page specific to this activation and ensure all links for ReadyOp forms needed by partners are linked.
 - c. Details on Activation
 - d. Guidance as Appropriate
- ✓ **Activation Email to Regional HPCs**
 - a. Detail on Reason for Activation
 - b. Date and time of initial activation
 - c. Initial staffing plan
 - d. Links & Website Details for Sharing with Partners
 - e. Request all Healthcare Coalitions update their Mission Ready Packages in ReadyOp ASAP with set deadline (e.g., 4 hours)
 - f. Healthcare Coalitions are requested to begin coordination with their regions:
 - i. Information Sharing – setup coordination calls
 - ii. Request for Counties / Hospitals to complete SMSS and Hospital Planning Forms if Anticipated Need
 - iii. Situation Reports are due to ESF8 desk via ReadyOp at 1730
 - iv. Poll their stakeholders for any potential resources needs/concerns.
 - v. Poll for available personnel and assets that can be deployed.
 - vi. Pre-Incident Essential Elements of Information (if applicable)
- ✓ **Update DHHS Email List Servs (see Annex F)**
- ✓ **Schedule Coordination Call Cadence**
 - a. OEMS Response Staff Call (1330)
 - b. Healthcare Coalition Regional Call (1000)
 - c. Other potential calls (Region IV, SEOC etc.)
- ✓ **Update ReadyOp Contacts (agency 13)**
- ✓ **Forward SDO Phone to SEOC**
- ✓ **Build SEOC Schedule and post in ownCloud response folder & email to ESG, staff etc.**
- ✓ **Turn off forwarding of phones at SEOC.**
- ✓ **Start Importing Mission Ready Packages**