

RESF 8 Duty Officer First Hour Checklist

Purpose: Provide a first-hour task list to be performed by the RESF 8 Duty Officer when notification of a RED Plan activation has been received. RESF 8 serves as the Medical Branch under the Operations Support Section Chief (if appointed by the Incident Commander) in the Regional Coordination Center (RCC) Incident Command structure, and you serve as the Medical Branch Director. Your job is to coordinate RESF 8 activities as needed to implement the Incident Action Plan (IAP) developed by the Command Staff.

What to do when the RED Plan is activated:

- You will receive a call from RICS or the RESF 5 Duty Officer advising of the activation and the request for RESF 8 to stand up
- Determine the details (type and scope of incident, location of RCC, expected actions of RESF 8, etc.) – information will be developed in consultation with RESF 5 and the local entity requesting support
- Think through the correct RESF 8 response:
 - What actions will be required to mount an operational public health/medical response at the regional level?
 - Which RESF 8 sections will need to join you at the RCC? What technical experts may be needed?
 - Will the response likely last beyond the first operational period?
- Notify all of the RESF 8 sectional leaders that the RED Plan has been activated, and provide those whom you ask to report with the address of the RCC
 - Advise reporting RESF 8 section personnel to bring laptops and connection cords, air cards, cell phones and chargers, personal supplies (hygiene, medications, etc.) to cover the first operational period (usually 12 hours)
 - Provide your primary cell phone number and make sure you have the correct cell number for each person who will report to the RCC

What to do when you arrive at the RCC:

Your responsibilities in the RCC:

- Check in at designated Check-in location
- RESF 8 in the RCC is the equivalent of the Medical Branch in the Incident Command System, and you are the Medical Branch Director, reporting to the Operations Support Section Chief
- Report immediately to the RCC Manager or Operations Support Section Chief
- Receive your briefing and assignment from the RCC Manager or Operations Support Section Chief (OSC)
- Establish the RESF 8 operational area, ensuring adequate space for all reporting RESF 8 personnel
- Organize and brief your subordinates
- Meet with reporting RESF 8 personnel individually or as a group to define roles and responsibilities and to familiarize them with the current RCC command structure, reporting times, current status, etc.
- Assign specific tasks and responsibilities to subordinates
- In conjunction with RESF 2 (Communications), prepare an RESF 8 Communications Plan that includes:
 - How many RESF 8 stations needed?
 - How many phones? How many computers?
 - Internet connection needed?
 - WebEOC access required? (specify DEMHS or DPH or both)
 - How many RESF 8 communications support personnel (runners, scribes) required?
- Determine RESF 8 resource needs:
 - How many status boards needed (usually one board per incident, i.e., if an MCI then one board for EMS, one board for hospitals, etc)

- Office supplies and equipment (paper, markers, tape, etc)
- Prepare a short summary of the RESF 8 RCC response structure (which RESF 8 sections are reporting to the RCC, who will fill those slots in the first operational period, etc.) for presentation to the OSC (see Attachment 1)
- Prepare ICS Form 206 for the first operational period (refers strictly to operations at the RCC, not the larger incident) for presentation to the OSC (see Attachment 2)
- Distribute Unit Log sheets (ICS Form 214; see Attachment 3) to all reporting RESF 8 personnel and advise them to enter significant events in the Log, then return Unit Log sheets to the RESF 8 Leader at the end of the operational period
- Establish RESF 8 personnel briefing schedule for the operational period
- Participate in all incident planning meetings as directed by the Operations Support Section Chief; provide input as needed on medical operations
- Maintain all required forms and reports, including individual Form 214's, and send to the Operations Support Section
- Respond to demobilization orders and brief subordinates on the demobilization process

Annex 1: Current RESF 8 Contact Information

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