

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Planning Section
Primary	Tribal Operations Administrator
Potential Alternate(s)	Social Services Director Tribal Elders Director Recording Secretary Tribal Court Clerk
Supervisor	Planning Section Chief
Overview	<ul style="list-style-type: none"> ● Maintains and files all EOC messages. ● Files, maintains, and stores all disaster documents. ● Maintains the official history of the emergency/disaster. ● Provides serialized activity logs to staffed positions.
Description	The Documentation Unit records the actions and activities of the disaster through collection and recordation of written materials.
Responsibilities	<ol style="list-style-type: none"> 1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period. 2. Provide document reproduction services to EOC staff. 3. Distribute the Morongo Band of Mission Indians EOC situation status reports, EOC Action Plan, and other documents, as required. 4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster. 5. Assist the Planning Section Chief in the preparation and distribution of the after-action Report. 6. Supervise any personnel assigned to the Documentation Unit.
Forms and Job Aids	<ul style="list-style-type: none"> ○ EOC Message Forms ○ In and out boxes ○ Files and folders

Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as Documentation and Messages Unit Leader (Blue Vests). ○ Report to the Planning Section Chief or other assigned Supervisor. ○ Set up your workstation and review your position responsibilities and this checklist. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Provide other established EOC positions log books.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Maintain a Position Log. ○ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records. ○ Maintain record of EOC materials and documents necessary to provide accurate records and documentation for recovery purposes. ○ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift. ○ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to supporting EOCs. ○ Keep extra copies of reports and plans available for special distribution as required. ○ Set up and maintain document reproduction services for the EOC.
Checklist - Demobilization Phase	<ul style="list-style-type: none"> ○ Deactivate your assigned position and close out logs when authorized by the Planning Section Chief. ○ Complete all required forms, reports, and other documentation. ○ Be prepared to provide input to the hot-wash and after-action report. ○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave. ○ Clean around your work area before you leave. ○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none"> ○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.