

Visual Display Unit Leader

Position Log

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

Functional Checklist

Organization	Planning Section
Primary	Information Technology Director
Potential Alternate(s)	Information Technology Manager Information Technology Technician
Supervisor	Planning Section Chief
Overview	<input checked="" type="radio"/> Posts and updates the information on the general information display boards in the EOC.
Description	The Visual Display Unit is responsible for coordinating and displaying information.
Responsibilities	<ol style="list-style-type: none"> 1. Display important information for the operational period and upcoming periods. 2. Assist other EOC units in posting and visually displaying important information. 3. Supervise personnel assigned to the Visual Display Unit.
Forms and Job Aids	<input type="radio"/> Visual display equipment <input type="radio"/> Laminated forms
Checklist - Activation Phase	<input type="radio"/> Upon arrival at the EOC check in at the designated check in location. <input type="radio"/> Identify yourself as Visual Display Unit Leader. <input type="radio"/> Report to the Planning Section Chief or other assigned Supervisor. <input type="radio"/> Set up your workstation and review your position responsibilities. <input type="radio"/> Establish and maintain a position log that chronologically describes your actions taken during your shift. <input type="radio"/> Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

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Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Maintain a time card and Position Log. ○ Display situational and operational information in the EOC using display boards, maps, and any other visual aids. ○ Display up-to-date EOC organizational chart as developed and provided by the Resource Status Unit. ○ Establish a situation map. ○ Receive all information from situation units. ○ Forward message forms to Documentation Unit after posting the needed information. ○ Ensure that postings are current. ○ Ensure that all display work is clear and concise. Legibility is critical.
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"> ○ Be prepared to participate in hot-wash and after action report.