

Checklist for ESF 11 Activation & Resource Ordering (WR)

Status	Responsibility	Action
ESF 11 is activated in a FEMA Region – Activation Mission Assignment forthcoming	FEMA	FEMA contacts ESF 11 Coordinator
ESF 11 Coordinator notifies Regional Emergency Program Manager (REPM)	ESF 11 Coordinator	Phone Call to REPM. REPM subsequently notifies ESF 11 National Coordinator (NC) and Program Contacts, cc Dispatch and BOD
ESF 11 Coordinator submits Mission Assignment to NC and APHIS Mission Assignment Manager, cc REPM, to obtain an APHIS accounting code	ESF 11 Coordinator	Submittal of MA for APHIS accounting code
ESF 11 Coordinator submits Resource Request Workbook (RRW) for APHIS Resources to Dispatch, cc REPM. <small>ESF 11 Coordinator submits requests for FNS, FSIS, and DOI resources to partner agency contacts.</small>	ESF 11 Coordinator	Resource needs relayed to APHIS Dispatch and partner agency Contacts
Dispatch creates incident in ROSS and sends request for resources to APHIS program contacts <small>WS Dale Nolte/Backup SERS 970-266-6363 IES Area Manager/Backup Regional Director 970-494-7485 PPQ Wendy Beltz/Backup Regional Director 970-494-7500 VS Burke Healey/Backup Regional Director 970-494-7400 AC Kevin Dennison/Backup Regional Director 970-494-7478</small>	Dispatch	Dispatch relays resource needs to APHIS programs
APHIS accounting code provided by APHIS Mission Assignment Manager	APHIS MAM	APHIS MAM distributes APHIS accounting code
APHIS contacts work cross-program to identify available resources for specific positions <small>* APHIS program contacts may discuss resources with ESF 11 coordinator in order to clarify ** Consistent with the APHIS Mobilization Guide – resources are first identified locally, then regionally, then nationally</small>	Dispatch REPM WR Programs	APHIS programs identify qualified personnel
APHIS program contacts submit resources to Dispatch, cc other program contacts	WR Programs	Notify dispatch and programs
Dispatch deploys APHIS resources via Resource Order, ESF 11 log sheet, FEMA Reimbursement Instructions, and Health + Safety message attached	Dispatch	Dispatch of employees
Dispatch advises ESF 11 Coordinator as resource orders are filled, cc REPM, program contacts	Dispatch	Dispatch sends e-mail to coordinator
Employees work with T+A and Travel Clerks to provide FEMA reimbursement documents to ESF11emergencyresponders@aphis.usda.gov	Employee MAM T+A and Travel Clerks	Final Bill to FEMA
ESF 11 Coordinator submits Final Incident Spreadsheet to MAM, cc REPM, and submits Incident After Action Report to REPM	ESF 11 Coordinator	Incident Spreadsheet and AAR complete