

## ESF-11 Desk Officer's Checklist

*Remember: The main purpose of your Desk Officer role is to represent ESF11. We are not asking you to solve the problems but rather to obtain and communicate information to the applicable entities.*

### **Role of ESF-11 Desk Officer:**

- Represent ESF-11 at the ESF-11 Desk, at meetings and conference calls
- Serve as Liaison between ESF-11 and FEMA
- Communicates with ESF-11 at the NRCC and JFO/RRCC, if operational, and with others
- Consolidate Information
- Provide Reports

### **Initial Activities of the ESF-11 Desk Officer at the RRCC/JFO:**

- Report at least ½ hour prior to your assigned shift
- If you are unable to report for your shift – notify the ESF11 Desk and REPM immediately
- If your shift relief does not arrive – notify the REPM – do not leave until you have relief coverage or permission from REPM
- Sign-in at the RRCC/JFO
- Conduct a shift change brief with previous shift, if applicable
- Review Unit Log 214, IAP, SitReps, etc.
- Establish/Review Battle Rhythm
  - If two or more ESF-11 Desk Officers are on shift, define and designate duties
- Logon to the FEMA ESF-11 computer and check the inbox for ESF-11 daily reports, messages, etc. from FEMA Ops and/or Planning section, and partner agencies
- Establish on-shift status: Contact with the REPM and the other ESF11 Desks (if applicable).
- Contact the Partner Agency POCs (usually just initially on the day shift; check the 214)

### **On-going Activities of the ESF-11 Desk Officer at the RRCC/JFO:**

- Update Unit Log 214, SitReps, ICS 215 (if applicable)
- Update Battle Rhythm, when necessary
  - Changes to events, meetings, reports, conference calls, and/or actions being conducted throughout the day
- Attend applicable meetings and conference calls
- Regularly check FEMA ESF-11 computer inbox
- Gather information and develop reports
- When necessary, update/confer with the REPM &/or ESF-11 Partner Agency POCs
- Disseminate information and submit reports

### **Closing Activities:**

- Finalize shift reports
- Provide the next shift with a status brief (Only applicable during 24/7 Ops)
- Sign out of the shift at the ESF-11 Desk and with FEMA

### **After your final shift of the operation:**

- Let your Supervisor know of your return to work status
- Submit paperwork to your designated fiscal person, regarding applicable costs incurred on your assignment at the RRCC/JFO
  - Remember to include the Mission Assignment number and Accounting Number on all documents
- Develop info for the After Action Report and submit to the ESF11 Coordinator