ESF-11 Coordinator Position Checklist for Activations

Situation	Tasks
Pre-Activation *(Standby notice from FEMA)*	☐ Alert APHIS Region (REPM) of possible activation. ☐ Alert Partners (FNS, FSIS and DOI) of possible activation. ☐ Consider potential resource needs for initial deployment. ☐ Ensure supplies or "Go-Kit" is complete and up to date. ☐ Review all templates (reporting, resource ordering, etc.)
Activation *(Activation by FEMA)*	☐ Notify following of ESF-11 Activation: o APHIS HQ: National Coordinator (NC), NRCC ESF-11 desk, and Mission Assignment Manager (MAM) o *Regional Stakeholders*[1]. ☐ Request deployment of initial resources thru APHIS Regional Office and Partner Agency Contacts. ☐ Complete checklist for deployment (supplies, resources, etc.).
Upon Arrival at RRCC/IOF/JFO *(first day or two of deployment)*	☐ Reminder everyone deployed should check in to the incident at their applicable locations and with their agency (if required). ☐ Ensure Mission Assignment (MA) is sufficiently funded & error free. ☐ Forward electronic copies of MA's to: o APHIS Region (REPM) o APHIS HQ (NC and MAM) ☐ Schedule 1st ESF-11 coordination call. ☐ Submit 1st ESF 11 Daily Report ☐ Notify *Regional Stakeholders* and REPM of ESF-11 arrival at RRCC, IOF, JFO, or other facility (using FEMA E-mail if possible). ☐ Set up group e-mail distribution lists on FEMA computer. ☐ Confirm receipt of accounting code(s) from MA Mgr. ☐ Ensure 24/7 reach-back capability: o APHIS Regional EOC o FNS, FSIS, DOI ☐ Complete 7-day (24/7) staffing plan for all ESF-11 desk locations. ☐ Begin ICS-214 Unit Log or journal for major issues, requests for assistance, follow-up, etc. ☐ Determine FEMA reporting and *planning requirements*[2]. ☐ Set up filing system, including electronic files. ☐ Draft ESF-11 Org Chart (recommended for clarifying roles). ☐ Create schedule for all reports, meetings, etc. due each day. ☐ Draft an agenda for ESF-11 Daily calls.

[1] Regional Stakeholders: May vary by FEMA Region but generally include APHIS State Program Leads for VS (AVIC and AEC), PPQ (SPHD), IES (Area Manager), WS, and AC; USDA State Emergency Board (FSA); Partner Agency Contacts for FNS, FSIS and DOI.

[2] Some FEMA Regions require ESF's to complete ICS-215's (Operational Planning Worksheets) or ICS-204's (Assignment Lists) as part of the Incident Action Plan process for each operation period.

ESF-11 Coordinator Position Checklist for Activations

Daily Checklist *(while operational at RRCC's, IOF's, JFO's)*	☐ Obtain a copy of the FEMA Incident Action Plan ☐ Update staffing plan for all ESF-11 desk locations and any field response personnel attached to a FEMA MA. ☐ Conduct ESF-11 Daily coordination calls. Participants include: desk officers from JFO/IOF, RRCC, NRCC ESF 11 desks, task force leaders attached to FEMA MAs, partner agency contacts, USDA program contacts such as State Emergency Board Chair, APHIS Region (dispatch, REPM, program contacts), and APHIS HQ (NC and MAM) ☐ Ensure access to FEMA Intranet and e-mail. ☐ Request additional support personnel as situation warrants. ☐ Backup electronic files each day. ☐ Forward electronic copies of MA's and request accounting codes: o APHIS Region (REPM) o APHIS HQ (NC, MAM) ☐ Fulfill FEMA reporting and planning requirements. ☐ Link ESF-11 response activities to FEMA objectives. ☐ Submit ESF-11 Daily Report: o APHIS Region (REPM) o APHIS HQ (NC, NRCC ESF 11 desk) ☐ Track estimated expenditures for each MA. ☐ Ensure each post declaration MA's have IFMIS code. ☐ Remind all personnel to review safety messages and information. ☐ Maintain situational awareness (e.g. updates from field response personnel, partner agencies, et. al.) ☐ Meet with FEMA Debris Coordination Committee. ☐ Update Demobilization Plans.
Demobilization & Debriefing *(as single resources depart the incident and/or upon final demobilization of ESF-11)*	**Debriefing and Demobilization for APHIS Staff:** ☐ Review FEMA reimbursement instructions and demobilization instructions. ☐ Complete and submit ICS-221 prior to demobilization. ☐ Ensure APHIS accounting code is entered on each document/receipt and timesheet/WebTA. ☐ Complete ESF-11 Log Sheet. ☐ Ensure the proper accounting codes are attached to travel authorization in GovTrip. ☐ Review FEMA reimbursement instructions. ☐ Emphasize importance of employee informing their T&A and Travel Clerk of where to send the documentation package. **Demobilizing ESF-11 from the Incident:** ☐ Conduct transition meeting with FSA, RD, DOI ☐ Submit ESF-11 demobilization plan to FEMA. ☐ FEMA approval of ESF-11 demobilization plan. ☐ Prepare After Action Report and final incident spreadsheet and submit to APHIS Region (REPM).