HENRICO COUNTY
EMERGENCY OPERATIONS CENTER
ESF 8 PUBLIC HEALTH CHECKLIST

- Sign in on Staffing Board
- Report to EOC Operations Manager
- Review Incident Status and Incident Action Plan
- Obtain out-briefing from off-going ESF 8 personnel
- Perform logistics check (phones, report forms, etc.)
- Review previous log entries
- Review EOP for ESF 8 specific actions
- Review ESF specific available resources and contact numbers
- Develop ESF Action Plan for next operational period including staffing of EOC
- Maintain log and prepare situation reports as required of ESF activities
- Prepare for next EOC staff briefing
- Report requests for resources to EOC Manager
- Provide information on issues or unmet needs with the EOC Manager and Planning Section Chief for inclusion in situation reports
- Communicate event status and Incident Action Plan with appropriate departmental chain of command
- Refer all public requests for generic event information and media inquiries to the Public Information Officer
- Coordinate w/departmental leadership for resource requests for service
- Coordinate service requests with other ESF staff
- Implement and maintain all record keeping of all expenses incurred. Maintain ESF staffing time sheets.