



EMERGENCY REST CENTER GUIDE FOR FAITH GROUPS AND MUNICIPALITIES

2/18/2014

Standard Operating Guidelines



STANDARD OPERATING GUIDELINES (SOG)

The SOG is a suggested “To Do” checklist of tasks, requirements and the sequence of events that need to be considered and/or accomplished to successfully and safely open, operate and close an Emergency Rest Center. When duties are practiced according to the SOG's, personnel will perform in a predictable manner. During an emergency it provides a quick reference.

This checklist will change depending on the nature and size of the emergency and on the services you are able to offer at the ERC. You may need to eliminate some items or even add items not currently on the list as you experience an incident and learn from it.

It is a good idea to review both the Emergency Rest Center plan and materials as well as the Standard Operating Guidelines annually and update as needed.

Standard Operating Guidelines (SOG)

Emergency Rest Center (ERC) Operations

Objective: To support community resiliency by providing personal care sites, warming/cooling centers or emergency rest centers during emergency events that may require assistance to individuals and families away from their homes.

Initial Response Actions		Begin Within Hour
<input type="checkbox"/>	Assessment of the Event: potential need and length of ERC operations	0 - 8
<input type="checkbox"/>	Communicate with Emergency Management Director (EMD) and other response partners	1 – 6
<input type="checkbox"/>	Clarify who is in charge/responsible for the ERC	1 – 2
<input type="checkbox"/>	Emergency Public Information: Coordinate all media messages through EMD/EOC	1 – 3
<input type="checkbox"/>	Review your ERC Plans, Policies and Procedures , including financial protocols	2 – 4
<input type="checkbox"/>	Planning: Decide on hours of operations and services to be provided; notify EMD	3 - ongoing
Daily ERC Operations		Begin Within Hour
<input type="checkbox"/>	Confirm who is doing what? Who is in charge?	1 - ongoing
<input type="checkbox"/>	Complete ERC Facility Walk-through/Assessment: is the ERC safe and ready to open?	2 - ongoing
<input type="checkbox"/>	Determine/request supply and resources needs , e.g. volunteers/food/equipment	3 - ongoing
<input type="checkbox"/>	Complete ERC Set-up and Open to the Public (Notify the EMD)	3 - ongoing
<input type="checkbox"/>	Monitor Operations: services; Health /Safety; food/water; sanitation; power; phones	5 - ongoing
<input type="checkbox"/>	Plan for Next Operational Period or ERC Closing	6 - ongoing
Recovery		Begin Within Hour
<input type="checkbox"/>	Support recovery and return to normal operations	ongoing
<input type="checkbox"/>	Submit Forms and complete After Action Report and Improvement Plan	30 days

- ERC Quick Overview:** ERCs are like a community open house with set hours , welcoming people with varying functional and emergency related needs such as heat, electricity, water, food, phone, toilets, etc.
- ✓ **ERC Site Safety Assessment:** Completed by the facility owner, building inspector, fire, police, and Local Health Department before opening and as needed during the time the ERC is open
 - ✓ **ERC Set-up Assessment:** ADA accessibility/toilets; backup power/heat; phone/internet; water, services
 - ✓ **Communications :** Establish connections with partners and Emergency Management Director (EMD)
 - ✓ **Volunteers/Logistics/Resources** – Work with EMD & partners such as neighboring faith groups, Community Organizations Active in Disasters (COAD)
 - ✓ **Safe Food/Water:** Work with agencies to provide snacks and hot/cold drinks. Check with LHD first.
 - ✓ **Basic First Aid:** Provide basic first aid supplies for use by Guests. Work with the Medical Reserve Corps.
 - ✓ **Referrals:** Connect Guests who need additional services with social service groups; Call 2-1-1 or COAD
 - ✓ **Emotional/Spiritual Care:** Listen and provide a quiet space for rest and contemplation.
 - ✓ **Functional/Cultural Needs:** Work with partners to meet language/cultural/special needs of Guests
 - ✓ **Service Animals/Pets:** Work with partners, MRC/DART, veterinarians, kennels to provide services
 - ✓ **Resources/Donations:** Work with partners; COAD and EMD to locate supplies, volunteers, & other needs

1. Initial Response Actions

<input type="checkbox"/> Begin Assessment of the Event		Resources
<input type="checkbox"/>	You are now part of the local emergency response system. The local Emergency Management Director (EMD) may phone to request that you open the ERC or you can reach out to the EMD to determine if the community needs your support and what level. <u>DO NOT SELF-DEPLOY!</u>	EMD Contact Information:
<input type="checkbox"/>	Get information from the EMD about the emergency including:	
	<input type="checkbox"/> estimates of how many people to expect	
	<input type="checkbox"/> how long the situation will last	
	<input type="checkbox"/> what caused the emergency	
	<input type="checkbox"/> type of ERC services that will be needed	
<input type="checkbox"/>	Decide if your institution will open as an ERC	

<input type="checkbox"/> Establish an organizational structure for the ERC and begin to call staff/volunteers		Resources
<input type="checkbox"/>	Confirm ERC roles and assemble the ERC team.	See ERC Plan
	* Suggested Minimum for any ERC	
	Position	Name
<input type="checkbox"/>	Head of organization	Volunteer Contact List
<input type="checkbox"/>	* ERC Manager	Phone Tree
<input type="checkbox"/>	* Building Manager	Email Alert
<input type="checkbox"/>	* Services Team Leader	Phone list
<input type="checkbox"/>	Registration Team Leader	Outgoing 9-1-1
<input type="checkbox"/>	Safety Officer	
<input type="checkbox"/>	Public Information Officer	
<input type="checkbox"/>	Logistics Manager	
<input type="checkbox"/>	Volunteer Manager	
<input type="checkbox"/>	Pet Manager	
<input type="checkbox"/>	Add others here	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

<input type="checkbox"/>	Ongoing Activities to be done continuously	Resources
	<input type="checkbox"/> Continue volunteer/staff notification attempts until successful	See above
	<input type="checkbox"/> Continue to talk to the EMD to: <ul style="list-style-type: none"> <input type="checkbox"/> let him/her know your status <input type="checkbox"/> receive updates about the emergency <input type="checkbox"/> request resources 	
	<input type="checkbox"/> Document volunteer /staff hours and expenses	Action Log; Finance Tracking FORM

<input type="checkbox"/>	Review Emergency Plans, Policies and Procedures	Resources
<input type="checkbox"/>	Review ERC Plans, Emergency Rest Center Description, Job Action Sheets (JAS) and FORMS and update as needed	ERC Plan Emergency Rest Center Description
<input type="checkbox"/>	Review Financial Protocols, Plans, Policies and Procedures	
	<input type="checkbox"/> Who has the authority to commit financial resources?	
	<input type="checkbox"/> Has this authority committed financial resources for the ERC?	
	<input type="checkbox"/> Is this authorization in writing?	
	<input type="checkbox"/> Will you seek reimbursement from the community?	
<input type="checkbox"/>	What is the status of your insurance policy with regard to covering ERC operations?	
<input type="checkbox"/>	Establish financial tracking systems	Cost Tracking FORM

<input type="checkbox"/>	Begin Facility Set-Up		Resources
<input type="checkbox"/>	ERC Manager and Building Manager walk through the ERC to assess its condition and readiness and begin to plan required functional support areas (check below). Review Emergency Rest Center Description. <i>DO NOT exceed your facility's occupancy/use permit!</i>		Optional Assessment Team Members: Fire Inspector Health Inspector
	Operating Needs	Supplies/Equipment	Resources
	<input type="checkbox"/> Administration Room	<input type="checkbox"/> phones, computers, internet, forms	Forms in ERC Plan or Kit
	<input type="checkbox"/> Reception/Information Area	<input type="checkbox"/> Table, Chairs, office supplies, forms, bulletin board	Forms in ERC Plan or Kit
	Service Area		
	<input type="checkbox"/> Main Gathering Room	<input type="checkbox"/> chairs, tables, charging stations	
	<input type="checkbox"/> Snack Prep/Food/Drinks	<input type="checkbox"/> tables electrical outlets, cups, utensils, napkins	

	<input type="checkbox"/> Family/Child Play Area	<input type="checkbox"/> toys, games, books		
	<input type="checkbox"/> Faith/Quiet/Meditation Area	<input type="checkbox"/> quiet, controlled lighting, possibly quiet music option	Chaplain or Clergy	
	<input type="checkbox"/> First Aid Area	<input type="checkbox"/> First Aid Kit, cot; blankets		
	<input type="checkbox"/> Staff Break Room	<input type="checkbox"/> snacks, comfortable chairs		
	<input type="checkbox"/> Service Animal Area	<input type="checkbox"/> cages, disposable pads, water dishes, dry cat/dog food	Contact DART for supplies and staff	
	Life Safety Needs	Supplies/Equipment	Resources	
	<input type="checkbox"/> Parking: cars & buses	<input type="checkbox"/> Signs, barriers	Town may have signs/barriers	
	<input type="checkbox"/> Controlled access if needed	<input type="checkbox"/> Signs, barriers, locks		
	<input type="checkbox"/> Alternate power supply	<input type="checkbox"/> Back-up generator	If not available, check with the EMD	
	<input type="checkbox"/> Public safety	<input type="checkbox"/> Exit Signs, Extinguishers, alarms		
	<input type="checkbox"/> Potable water/adequate sewer	<input type="checkbox"/> Bleach, bottled water, cups		
	<input type="checkbox"/> Communications	<input type="checkbox"/> Bulletin Board, multiple languages, signs for public and staff		
		<input type="checkbox"/> Internet/Wi-Fi		
		<input type="checkbox"/> Staff Emergency Phone		
	<input type="checkbox"/> HVAC: heating, cooling	<input type="checkbox"/> Fans: electric and hand-held		
<input type="checkbox"/>	Post Signs			Resources
	Desk Signs	Wall Signs	Outdoor Signs	
	<input type="checkbox"/> Reception	<input type="checkbox"/> First Aid	<input type="checkbox"/> ERC Open	May be hand written
	<input type="checkbox"/> Manager	<input type="checkbox"/> Pet Area	<input type="checkbox"/> Parking Area	Local Health Dept./ Public Health might have signs
	<input type="checkbox"/> Information	<input type="checkbox"/> Emergency Exit Only	<input type="checkbox"/> Hours of Operation e.g. 9:00 am- 5:00 pm	Talk to the EMD
		<input type="checkbox"/> ERC Rules and Routines		
		<input type="checkbox"/> Refreshments		
		<input type="checkbox"/> Quiet Area		
		<input type="checkbox"/> Playroom		
		<input type="checkbox"/> Arrows		

<input type="checkbox"/>	Determine supply/equipment/volunteer needs	Resources
	General ERC Operating Supplies and Equipment (if needed) <u>*Include in your pre-emergency ERC Kit</u>	
	<input type="checkbox"/> *ERC Guide and Forms	Resource Request FORM
	<input type="checkbox"/> *Flashlights and batteries	Work with Partners/EMD to obtain supplies
	<input type="checkbox"/> *Portable radio with batteries	Check your ERC kit
	<input type="checkbox"/> *Paper, pens, markers, clipboards	
	<input type="checkbox"/> *Masking Tape/Duct Tape	
	<input type="checkbox"/> *Signs	
	<input type="checkbox"/> *Basic First Aid Kit	
	<input type="checkbox"/> *Games, toys	
	<input type="checkbox"/> Cribs, playpens,	
	<input type="checkbox"/> Baby supplies (formula, etc.)	
	<input type="checkbox"/> Diapers (infant and adult)	
	<input type="checkbox"/> Personal Toiletries: sanitary napkins, toothbrushes, tissues,	
	<input type="checkbox"/> Toilet paper; Disposables	
	<input type="checkbox"/> Task lighting	
	<input type="checkbox"/> Chairs, tables	
	<input type="checkbox"/> Cots, blankets, pillows (opt)	
	<input type="checkbox"/> Fans (electric and hand)	
	<input type="checkbox"/> Hand sanitizer: 60% alcohol	
	<input type="checkbox"/> Trash bags, trash cans	
	<input type="checkbox"/> Pump soaps and paper towels	
	<input type="checkbox"/> Cleaning/ sanitizing supplies and equipment	
	<input type="checkbox"/> Snacks and drinks	
	Volunteer/Staffing Needs	
	<input type="checkbox"/> Minimum of 2 ERC staff per shift	Contact List
	<input type="checkbox"/> Maximum 12 hour/7 day shifts	Medical Reserve Corps Disaster Animal Response Team (DART)
	<input type="checkbox"/> Breaks every 3-4 hours	Community Organizations Active In Disaster (COAD)
	<input type="checkbox"/> Monitor for stress and “burn-out”	Call 2-1-1 for services
	Establish Shelter Safety and Security Strategies	Resources
	<input type="checkbox"/> Everyone must sign in and out of the ERC and Guests must register	Check-in/out FORM Registration FORM
	<input type="checkbox"/> Use “Buddy” system for volunteers	
	<input type="checkbox"/> Mark exits for emergency use only	
	<input type="checkbox"/> Inform Law Enforcement about ERC through the community EMD	
	<input type="checkbox"/> Keep a phone always available to call 9-1-1 if necessary	
	<input type="checkbox"/> Document all incidents	Activity Form
	<input type="checkbox"/> Credentialing for volunteers/staff : Government photo ID	ERC Plan

	<input type="checkbox"/> Affiliation with Health Dept., Police, Fire, Hospital, Church	
	<input type="checkbox"/> Affiliation with MRC, CERT, DART, ARC, COAD/VOAD	
	<input type="checkbox"/> Unaffiliated volunteers should have CORI/SORI by local police or other. Note: teachers and others may already have CORI/SORI checks.	CORI/SORI – Criminal/Sexual Offender Records
	<input type="checkbox"/> Use Person Protective Equipment (PPE) such as masks and gloves (if recommended by the LHD)	EMD / LHD to determine need and find these supplies
	<input type="checkbox"/> ERC Emergency Evacuation Plan posted as per Fire Regulations	Facility Evacuation Plan
<input type="checkbox"/>	Establish ERC Rules and Routines	Resources
	<input type="checkbox"/> Guests must register (ID optional)	Shelter Rules FORM
	<input type="checkbox"/> Respect people, personal property, and privacy	
	<input type="checkbox"/> No weapons, alcohol, illegal drugs, matches, tobacco use	
	<input type="checkbox"/> Media must be accompanied by the ERC Manager or PIO	
	<input type="checkbox"/> News updates and emergency information will be posted	
	<input type="checkbox"/> Prescription drugs only (ask about secure storage)	
	<input type="checkbox"/> Trained service animals only, no pets	
	<input type="checkbox"/> Respect quiet, restricted and phone-free areas	
	<input type="checkbox"/> Children must be supervised at all times	
	<input type="checkbox"/> Safety First: Keep items off the floor to prevent tripping/falls	
	<input type="checkbox"/> Valuables should be kept in a safe place	
	<input type="checkbox"/> Not liable for damage to vehicles/personal property	
	<input type="checkbox"/> Must be dressed appropriately at all times	
	<input type="checkbox"/> Please share the electrical outlets and phones	
	<input type="checkbox"/> Please remember that we are all volunteers	
	<input type="checkbox"/> Please volunteer to help us, help everyone	
<input type="checkbox"/>	Complete ERC Set-up and Open	Resources
	<input type="checkbox"/> Notify EMD when ready to open	
	<input type="checkbox"/> Press/Media: Ask EMD who will issue ERC operating time notices	ERC Model Press Releases

2. Daily Operations

☐	Operate Service Areas	Resources
Registration Desk		
	☐ Greeters: Make each individual feel welcomed	Contact/Referral LIST
	☐ Registration: Sign everyone in/out. Ensure all required FORMS are completed and distribute ERC ID badges	Check-In/Out FORM Registration FORM
	☐ Information: Update message board frequently	Rules and Routines Activity Log
	☐ Referral (as needed) to other support services: social services, medical services, chaplaincy	Bulletin Board for Information
	☐ Forms/Lists ☐ Personnel Sign-in Sheets ☐ Rules and Routines	See Forms in the Plan Appendix
	☐ Data Management: Documentation logs of all actions, volunteer time, volunteer records, forms, expenses	
	☐ Offer access to American Red Cross Safe and Well https://safeandwell.communityos.org/cms/	
Service Desk		
	☐ Offer Food/Drinks to Guests. Try to accommodate special diets and respect cultural differences	Contact Referral List
	☐ Monitor Guests to assist those who may have special needs: communication; maintaining independence; or medical needs	Rules and Routines FORM
	☐ Transportation: Coordinate and help arrange safe transportation for volunteers if needed	
	☐ First Aid Kit – for use of adult Guests	
	☐ Social Service Referrals – call COAD or 2-1-1	
Food and Water Service Area		
	☐ Food Safety Certification (such as ServSafe) and LHD permit required if serving perishable, prepared foods	Check with the Local Health Department
	☐ Good lighting and ventilation a must, especially if cooking	
	☐ Control access to food preparation/storage areas if cooking: no Guests or other unauthorized people should be in the area	
	☐ Food Prep Area: clean and sanitize often (10% bleach solution)	
	☐ Refrigeration (generators, dry ice) if serving perishable foods	
	☐ Post Meal times; allow for snacks/beverages at most hours	ERC Rules and Routines FORM
	☐ Dining area: consider restricting food to certain areas	

<input type="checkbox"/> Hand-wash station a MUST + use of disposable gloves (non- latex)	
<input type="checkbox"/> Food holding: log time/temperatures	
<input type="checkbox"/> Hot/cold food holding: above 140 F./ below 40 F.	
<input type="checkbox"/> Re-heat ONCE in 2 hours to 165 F.	
<input type="checkbox"/> Discard after 4 hours if between 40 – 140 F.	
<input type="checkbox"/> Food Storage: secure and off the floor if possible	
<input type="checkbox"/> Safe Ice/Drinks (treat drink tubs with 1 tsp. bleach/5-8 gallons)	(Slight “bleach” smell)
<input type="checkbox"/> Reduced menus; few potentially hazardous foods	
<input type="checkbox"/> Try to develop meal/snack plans that meet dietary/cultural needs within 36 hrs. of ERC opening.	
<input type="checkbox"/> Hand and ware washing protocols posted	
<input type="checkbox"/> Sanitation and cleanliness (sanitizer – 10% bleach solution)	
<input type="checkbox"/> Disposables/gloves (non-latex)	
<input type="checkbox"/> Solid Waste disposal (trash, garbage, medical waste) – minimum 2 times per day	Check with the Local Health Department
<input type="checkbox"/> Food Embargoes/Fitness of Food	
<input type="checkbox"/> Discard Potentially Hazardous Food(PHF) after 4 hours @40 F	
<input type="checkbox"/> Sorting, condemnation, disposal of suspect food/drinks	
<input type="checkbox"/> Donations of Food: must meet commercial Safe Food Standards	Only cakes/cookies can come from home
<input type="checkbox"/> Potable Water Supplies: Monitor for contamination	Work with the Local Health Department
<input type="checkbox"/> Follow all boil and other water use orders	
<input type="checkbox"/> Bulk water must be from a LHD approved source	
Optional Child Care/Recreation Areas - Managed by parents	
<input type="checkbox"/> Adult: cards, games, TV, Radio	
<input type="checkbox"/> Youth: Games (outside if possible); activities; area must be monitored at all times.	
<input type="checkbox"/> Child: parents are responsible for their children at all times	
<input type="checkbox"/> Non-allergenic cleaning supplies for toys/tables	
Optional Health, Medical and Mental Health Services Area	
<input type="checkbox"/> Accessible	
<input type="checkbox"/> Some privacy	
<input type="checkbox"/> Secure (locked) storage	
<input type="checkbox"/> First Aid Kit	
<input type="checkbox"/> Cot and blanket	
Optional Special Needs Areas	

	<input type="checkbox"/> Isolation/Quarantine Area for mildly ill Guests	
	<input type="checkbox"/> Quiet area for functional needs Guests	
	<input type="checkbox"/> Cot, blankets	Check with EMD
	Service Animals/Pet Care Area	
	<input type="checkbox"/> Crates, leashes	Work with the DART
	<input type="checkbox"/> Disposable pads; cleaning supplies	
	<input type="checkbox"/> Food/water, bowls (dry cat/dog food optional)	
	<input type="checkbox"/> Registration forms	
	<input type="checkbox"/> Waste disposal	
<input type="checkbox"/>	Ensure Health and Safety Inspections as needed	Resources
	<input type="checkbox"/> If providing perishable, prepared foods, contact Local Health Department for periodic inspections.	Local Health Department:
	<input type="checkbox"/> Facility Maintenance/Sanitation – ERC should be cleaned every day. Ask Guests to help with this.	
	<input type="checkbox"/> Fire and Building Safety Inspections if needed	
<input type="checkbox"/>	Monitor Staff and Guest Health and Safety	Resources
	<input type="checkbox"/> Gather information about Guests: emergency contacts, medical conditions etc.	Registration FORM
	<input type="checkbox"/> Disease Outbreak: Contact LHD for widespread illnesses	
	<input type="checkbox"/> Refer individuals with health needs to appropriate agencies	
	<input type="checkbox"/> Monitor for stress and “burn-out”	
	<input type="checkbox"/> Ensure proper use of Personal Protective Equipment (if needed)	
<input type="checkbox"/>	Hold ERC Volunteer Meetings	Resources
	<input type="checkbox"/> Sign volunteer / staff and Guests in and out	Check-in/out FORM
	<input type="checkbox"/> Hold a briefing at the beginning of each shift to:	
	<input type="checkbox"/> Review Job Action Sheet (JAS) and ensure that volunteers understand their role/tasks and know who to report to	
	<input type="checkbox"/> Make sure that hours, events etc. are written in the Activity Log	Activity Log FORM
	<input type="checkbox"/> Review staff Rest/Food Breaks: every 3 – 4 hours;	
	<input type="checkbox"/> Provide update on the emergency situation	
	<input type="checkbox"/> Provide Staff ID such as T-shirt, vest, badge	
	<input type="checkbox"/> Schedule people for the next shift	
	<input type="checkbox"/> Discuss any relevant or expected issues	
	<input type="checkbox"/> Establish schedule for the shift: activities etc.	
	<input type="checkbox"/> Monitor for Staff “burn-out” and stress	

	<input type="checkbox"/> Review importance of protecting Guests' safety and privacy	
<input type="checkbox"/>	Maintain Records	Resources
	<input type="checkbox"/> Daily activity Log	Activity Log FORM
	<input type="checkbox"/> Sign-in sheets (Guest Census)	Check-in/out FORM
	<input type="checkbox"/> Financial Expenditures	Cost Tracking and Finance Form
	<input type="checkbox"/> Incident Report	Activity Log FORM
	<input type="checkbox"/> Report Guest Census to EMD daily	
<input type="checkbox"/>	Maintain Equipment/Supplies & Donation Management Area	Resources
	<input type="checkbox"/> Order/request supplies: maintain records and receipts	EMD and Partners
	<input type="checkbox"/> Spontaneous (in-kind) donations management	
	<input type="checkbox"/> Accept food ONLY from known/commercial sources	Homemade cakes/cookies OK
	<input type="checkbox"/> Accept donations with a known use/need only	Goodwill may take items
	<input type="checkbox"/> Don't let the donations become the emergency	Check with local Food Pantries
<input type="checkbox"/>	Help Guests with Transportation Needs	Resources
	<input type="checkbox"/> Buses, vans and other transportation options to and from the ERC (if necessary)	Check with Partners/EMD
	<input type="checkbox"/> Functional/Access Needs Transportation Options: wheelchair vans etc.	Check with Partners/EMD
<input type="checkbox"/>	Plan for Next Operational Period or ERC Closing	Resources
<input type="checkbox"/>	Contact /Confirm Staff for Next Operational Period	Volunteer Contact List
<input type="checkbox"/>	Order/obtain supplies for next Operational Period	Resource request FORM
<input type="checkbox"/>	Notify EMD/EOC before closing down ERC operations	

3.Recovery

	Begin Recovery Efforts	Resources
<input type="checkbox"/>	Notify EMD of ERC closing information	
<input type="checkbox"/>	Notify the media of closing – check with EMD/EOC for media protocols	ERC Closing Press Release
<input type="checkbox"/>	Refer Guests to Service Agencies, American Red Cross, Local Health Department/Public Health, COAD	
<input type="checkbox"/>	Inspect and clean all facilities; return them to normal operations <ul style="list-style-type: none"> <input type="checkbox"/> Restore: Clean, replace and repair facility, <input type="checkbox"/> Replace: all consumables used <input type="checkbox"/> Clean cots, mats, blankets and return <input type="checkbox"/> Replace pillows, and other supplies that can't be cleaned <input type="checkbox"/> Walk-through facility with owner 	
<input type="checkbox"/>	De-brief volunteers/staff and assist with recovery efforts	
<input type="checkbox"/>	Submit forms/receipts for emergency expenditures reimbursement	Check-in-check –Out Form Cost Tracking and Finance Form
<input type="checkbox"/>	Participate in After Action Reporting and Improvement Planning	
<input type="checkbox"/>	Update/improve your ERC plan with information from lessons learned during the response	

Incident Command System (ICS) Chain of Command/Chain of Communications

