Operational Readiness Review

Staff Notification and Assembly Drill

Jurisdiction

Name	Select jurisdiction

Staff Notification and Assembly Drill Information

Staff notification start date/time	
Staff notification end date/time	
Extent of advance notification (select one)	Select one
Communication platforms used for notification (select all that apply)	☐ E-mail ☐ Amateur radio/ham radio ☐ Satellite phone ☐ Landline dependent telephone ☐ Health Alert Network (HAN) ☐ Fax ☐ Two-way VHF/UHF 700/800/900 MHz communications ☐ Cellular phone ☐ Text ☐ Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) ☐ Other, specify ☐ None
Call notification process (select one)	Select one
Automated system type (select one)	Select one

Site(s) Notified

Emergency operations center (EOC)	○ Yes	○ No
Receipt, stage, store (RSS) site	○ Yes	○ No
Regional distribution site/local distribution site (RDS/LDS)	○ Yes	○ No
Point of dispensing (POD)	○ Yes	○ No

EOC - General

Total number of EOCs	
Number of (virtual or physical) EOC sites included in staff notification	

RSS Site(s) - General

Total number of RSS sites	
Number of RSS sites included in staff notification	

RDS/LDS - General

Total number of RDSs/LDSs	
Number of RDS/LDSs included in staff notification	

POD - General

Total number of planned primary PODs within jurisdiction	
Number of POD sites included in staff notification	

Staff Notification and Assembly - EOC - Health EOC

Complete this section only if the Health EOC was activated during the staff notification and assembly drill.

EOC type	Health EOC

Incident Management Lead Staff - Health EOC

Current EOC incident management lead staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	

Incident management roles (or equivalent lead roles) activated (select all that apply)	☐ Incident Commander ☐ Finance/Administration Section Chief ☐ Liaison Officer ☐ Logistics Section Chief ☐ Operations Section Chief ☐ Planning Section Chief ☐ Public Information Officer ☐ Safety Officer ☐ Other, specify
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Security Staff - Health EOC

Current EOC security staff	
Date/time security notified to assemble	
Number of security available	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	

Total number of staff who assembled within target time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

General Health Department Staff - Health EOC

Current EOC staff (general health department, not incident command)	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Volunteer Staff - Health EOC

Current EOC volunteer staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one

Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Staff Notification and Assembly - EOC - Emergency Management Agency EOC

Complete this section only if the Emergency Management Agency EOC was activated during the staff notification and assembly drill.

EOC type	Emergency Management Agency EOC

Incident Management Lead Staff - Emergency Management Agency EOC

Current EOC incident management lead staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Incident management roles (or equivalent lead roles) activated (select all that apply)	☐ Incident Commander ☐ Finance/Administration Section Chief ☐ Liaison Officer ☐ Logistics Section Chief ☐ Operations Section Chief ☐ Planning Section Chief ☐ Public Information Officer ☐ Safety Officer ☐ Other, specify

Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Security Staff - Emergency Management Agency EOC

Current EOC security staff	
Date/time security notified to assemble	
Number of security available	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

General Health Department Staff - Emergency Management Agency EOC

Current EOC staff (general health department, not incident command)	
Date/time first person notified	
Date/time last person acknowledged notification	

Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Volunteer Staff - Emergency Management Agency EOC

Current EOC volunteer staff	
Date/time first person notified	
Date/time last person acknowledged notification	
Total number of staff who acknowledged notification	
Target time for assembly (in minutes)	
Type of staff assembly (select one)	Select one
Date/time last person assembled	
Total number of staff who assembled	
Total number of staff who assembled within target time	
Acknowledgement completion time	
Acknowledgement percentage	0.00%
Assembly completion time	
Assembly percentage	0.00%

Staff Notification and Assembly- RSS site, per site

Please refer to Staff Notification and Assembly Drill - Supplement A to input data for staff notification and assembly – RSS site.

Staff Notification and Assembly - RDS/LDS Site, per site

Please refer to Staff Notification and Assembly Drill - Supplement B to input data for staff notification and assembly – RDS/LDS Site.

Staff Notification and Assembly - POD Site, per site

Please refer to Staff Notification and Assembly Drill - Supplement C to input data for staff notification and assembly – POD site.