

## **BRDHD Department Operations Center (DOC)**

### **DOC Set-up Checklist**

#### **Equipment**

- There are both ethernet and wireless connections available in the first floor conference room.
- Each person working in the EOC will bring his or her own laptop.
- Each person will bring his or her own headphones as needed.
- Additional laptop(s) will be set-up, as needed, to continuously monitor the state WEBEOC.
- Television (set-up to view CNN/FOX/WBKO as needed); additional TV available in 2d Floor conference room.
- Printers (2) are available with Preparedness Branch laptops. Other printers are on the BRDHD network and available.
- Have all laptops in the EOC set-up to print in the room.
- There are phone lines in the room. Phones are stored. Ask IT Branch.
- Power Strips and extension cords

#### **Organizational Supplies**

- Free-standing white boards – Operational Objectives, Daily Schedule, Staff Assignments.
- Flip Chart for poster paper, as needed
- Office supplies (3-hole punch, white board and paper markers, note pads, pens, clip boards, stapler, scissors, etc.)
- ICS Positional Vests and Desk Tents
- KY MAPS

#### **Reference Materials**

- Copies of BRDHD All-Hazards Response Plan – both hard copy and ecopy
- Copies of R4 HEART All-Hazards Response Plan contact appendices; both hard copy and ecopy
- ICS Forms; KY EM ICS forms --- hard copies (limited number) and ecopy or on-line to print off and utilize
- JUST IN TIME TRAINING AIDS/JOB-ACTION SHEETS
- COUNTY EMERGENCY RESPONSE GUIDEBOOKS
- COMMO GUIDE (Radios and frequencies, as needed)

#### **Staff Support**

- Assortment of healthy snacks
- Bottled water

#### **Key Contacts**

- Utilize both ReadyOp EXCEL spreadsheet;
- Utilize HEART ESF-8 healthcare facilities contact lists;
- Coroner list is available both hardcopy and ecopy
- EM Region 3 contact list available both hardcopy and ecopy