**Gaston County Emergency Operation Center (EOC)**

Checklist for: **Human Services Coordinator Seat**

In support of an incident or event at either Catawba or McGuire Nuclear Stations, the following items are listed to ensure that items are review to be acted on if needed. This list is not solely the only actions that may need to be taken and any other additional items not listed may be added to the appropriate section in this checklist.

On each line item, write in the 3 initials of the person reporting action and the time in the appropriate slot for that item.

# Unusual Event Status Notification

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Time |
| EOC not activated at this level |  |  |  |
|  |  |  |  |
| *NOTES or Additional Listed Items:* |  |  |  |
|  |  |  |  |
|  |  |  |  |

Social Services main role is to provide assistance and sheltering needs to evacuees from areas around or near Catawba or McGuire Nuclear Stations. This agency works in close relation with Red Cross and Public Schools to accomplish it tasks.

# Alert Status Notification

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Time |
| Review Standard Operations Guidelines (SOG) section for DSS duties and assignments |  |  |  |
| Place personnel assigned duties in plan on Stand-By status. |  |  |  |
| Check for shelters being available – select site(s) with Red Cross, OEM and Schools  Site available in Plan for Catawba:  North Gaston High School    Site available in Plan for McGuire:  Ashbrook High School |  |  |  |
| Item | Yes | No | Time |
| Update status board on wall of each shelter’s status |  |  |  |
| Prepare for 24-hour operation and staffing |  |  |  |
| Document all activities and times |  |  |  |
| Consider other on-going events in determining response. Consider how other events will effect sheltering efforts |  |  |  |
| Review situation and determined type & kind of resources that may be required. |  |  |  |
| Advise EOC Director if any personnel unable to cover assignment |  |  |  |
| *NOTES or Additional Listed Items:* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# It will be rare if recommendations to evacuate an area is issued during the ALERT Status but we need to be prepared in the event we received evacuees from York County if an incident involves Catawba. Most recommendations to start evacuating or shelter in place will come during the next two levels.

# Site Area Status Notification

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Time |
| Activate shelter(s) as required and have staff advise when shelter is operational |  |  |  |
| Update status board on wall of each shelter’s status |  |  |  |
| Maintain communication with shelter site |  |  |  |
| Prepare for 24-hour operation and staffing |  |  |  |
| Monitor shelters for Special Needs residents and coordinate with Medical staff as needed |  |  |  |
| Document all activities and times |  |  |  |
| Consider other on-going events in determining response. Consider how other events will effect sheltering efforts |  |  |  |
| Review situation and determined type & kind of resources that may be required. |  |  |  |
| Advise EOC Director if any personnel unable to cover assignment |  |  |  |
| Monitor status of units in field and report any issues or problems to the EOC Director |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *NOTES or Additional Listed Items:* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## General Emergency Status Notification

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Yes | No | Time |
| Activate shelter(s) as required and have staff advise when shelter is operational |  |  |  |
| Update status board on wall of each shelter’s status |  |  |  |
| Maintain communication with shelter site |  |  |  |
| Prepare for 24-hour operation and staffing |  |  |  |
| Monitor shelters for Special Needs residents and coordinate with Medical staff as needed |  |  |  |
| Document all activities and times |  |  |  |
| Consider other on-going events in determining response. Consider how other events will effect sheltering efforts |  |  |  |
| Review situation and determined type & kind of resources that may be required. |  |  |  |
| Advise EOC Director if any personnel unable to cover assignment |  |  |  |
| Monitor status of units in field and report any issues or problems to the EOC Director |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *NOTES or Additional Listed Items:* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |