

QUICK REFERENCE SUPPLEMENT

START OF SHIFT CHECKLIST

SEOC Registration Timeframe: Complete upon arrival at the SEOC.	
	Sign in at the Security Desk and receive your SEOC Badge.
	Report to the Operations Section Chief for your initial briefing and seating assignment.
Setup Workstation Timeframe: Complete within 30 minutes of arrival.	
	Log into your computer.
	Log into WebEOC, sign in using the "Sign-In Out Board," and review the Incident Board. [Note: If you encounter technical issues with login or access, please immediately contact the Communications Office or the Operations Section Chief.]
	Provide your phone number to the Documentation Unit so that it can be updated within the Contact Roster.
Establish Agency-Organization Link Timeframe: Within 30 minutes of arrival.	
	Contact your home agency dispatch or leadership.
	Confirm with them that you are now "Operational" at the SEOC.
	Verify your preferred method of communication with your home agency for this shift (e.g., dedicated phone line, email, or radio).

END OF SHIFT CHECKLIST

Preparing for the Shift Transition	
	Update WebEOC: Ensure all your log entries, resource requests, and lifeline status boards are current as of the last 30 minutes.
	Clean Up Pending Actions: Review your "To-Do" list. If a task isn't finished, note exactly what the next step is so your relief can take over.
	After Action Review (AAR): Add any comments or observations to the AAR board within WebEOC.
	Prepare "Transition" Notes: Write a short summary (bullet points) covering: • Current Status: What is the "major effort" for your agency right now? • Resource Status: What resources are mobilized to support the response? • Critical Issues: What problems are currently unsolved? • Pending Decisions: Is the SEOC Manager waiting for an answer from your agency or organization? • Contacts: Who did you talk to at your home agency or organization today?
	Face-to-Face Briefing: When your relief arrives, walk them through your Transition Notes. Do not just hand them a piece of paper.
	Computer Closeout: Sign out of WebEOC and any other related systems.
	Sign Out: Once your relief has assumed responsibility as the new Emergency Response Team member, sign out on the SEOC Staff Roster.

OPERATIONAL PERIOD - REPEATABLE (Fill In Times)

TIME	EVENT / MEETING	ATTENDEES (Mandatory)	OUTPUT / DELIVERABLE
	Staff Arrival & Shift Change	All Incoming/Outgoing Staff	Individual Position Hand Offs, Logins
	Operational Period Transition Briefing	All Incoming/Outgoing Staff	Start of new Ops Period, Formal transition of shifts
	Status Check	Section Chiefs and Emergency Response Team members	Verify all systems/comms active
	Objectives Meeting	Policy Group, SEOC Manager, Planning Section, Operations Section	Incident and Operational Period Objectives
	Lifeline Assessments – Situation Updates Due	All Sections and Emergency Response Team members	Input data into WebEOC or Slide Deck / Submit to Planning via Operations
	Situation & Strategy Briefing	All SEOC staff, Emergency Response Team members, Relevant Counties, Tribal Nations, and Stakeholders	Update COP, Confirm Progress, Identify Issues
	Command & General Staff Meeting	Policy Group, SEOC Manager, Public Information Officer, All General Staff Sections	Leadership alignment on priorities, issue resolution
	Planning Meeting (for Next Ops Period)	Policy Group, Command Staff & General Staff (All)	Develop Next IAP Assignments, Validated Final IAP
	Incident Action Plan Approved & Published	Planning Section	IAP Distributed to Stakeholders
	Lifeline Assessments – Situation Updates Due	All Sections and Emergency Response Team members	Input data into WebEOC or Slide Deck / Submit to Planning via Operations
	Section Clean-Up & Position Hand Off	All Staff	Update WebEOC Logs, Brief Incoming Shift
	Operational Period Transition Briefing	All Incoming/Outgoing Staff	Start of new Ops Period, Formal transition of shifts



Action Required

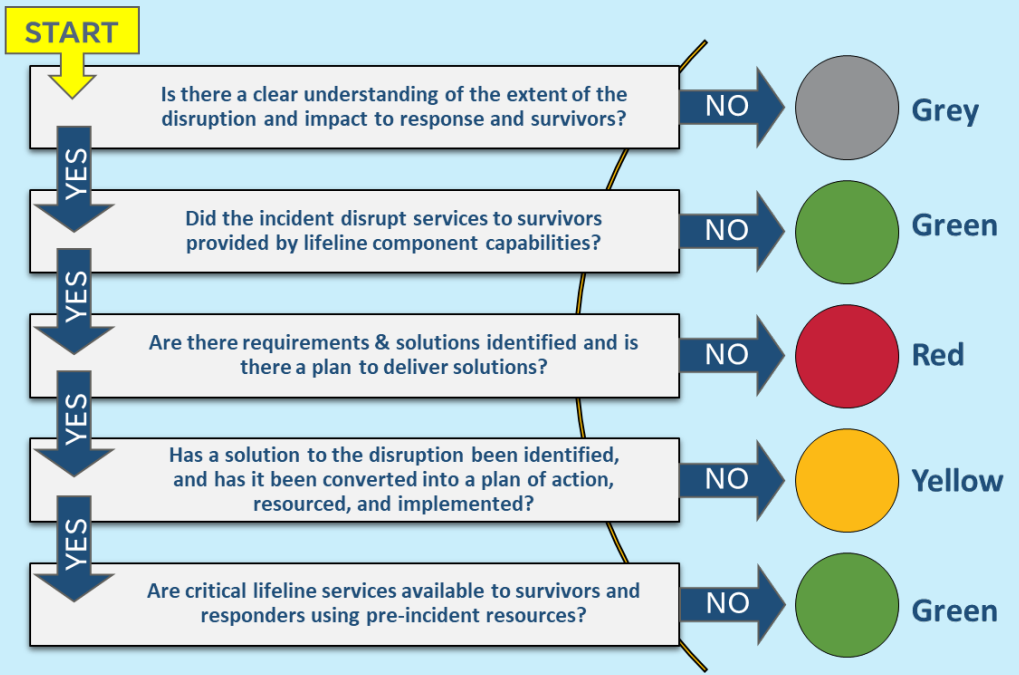


Mandatory Briefing

ANALYZING A LIFELINE COMPONENT

Categories	Description
Component	Identify the component.
Status (What?)	Summarize the root cause(s) of disruption to lifelines services.
Impacts (So What?)	Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is addressed. Specify the impacted areas and population totals.
Actions (Now What?)	Describe the actions that are being taken to address the disrupted services. Summarize the most critical actions being taken across the whole community.
Limiting Factors (What's the Gap?)	Express issues that are preventing services from being re-established. Such issues can stem from another lifeline/component, resource shortfall, management or policy.
Estimated Time to Status Change and Re-establishment Requirements (When?)	Provide current component condition or an estimated timeframe for when a change in condition is expected.

ASSIGNING A LIFELINE STATUS



ASSIGNMENTS: COMMUNITY LIFELINE / ESSENTIAL ELEMENTS OF INFORMATION

SAFETY & SECURITY • DACF – Maine Forest Service • MDIFW – Maine Warden Service • Department of Marine Resources – Marine Patrol • Department of Public Safety – Maine State Police • Department of Corrections	HEALTH & MEDICAL • DHHS – Maine CDC • Department of Public Safety - Maine EMS HAZARDOUS MATERIAL • Department of Environmental Protection • Department of Marine Resources	FOOD, HYDRATION, & SHELTER • Maine Emergency Management Agency • Department of Agriculture, Conservation and Forestry • DHHS – Maine CDC • Department of Education (Sheltering Operations)
WATER SYSTEMS • DHHS – Maine CDC • Department of Environmental Protection	ENERGY • Department of Energy Resources • Public Utilities Commission	TRANSPORTATION • Department of Transportation • Maine Turnpike Authority • U.S. Coast Guard

OPERATIONS BRANCHES (When Activated)

INFRASTRUCTURE BRANCH Associated Lifelines: Transportation, Water Systems, Energy, and Communications Primary Focus: Restoration of power, fuel, water, transportation systems, public works, and communications infrastructure.	COMMUNITY SERVICES BRANCH Associated Lifelines: Food, Hydration, & Shelter and Health & Medical Primary Focus: Mass care, public health, medical services, and food/water/shelter.
ENVIRONMENTAL & HAZMAT BRANCH Associated Lifelines: Hazardous Materials Primary Focus: Oil and hazardous materials response, environmental protection.	PUBLIC SAFETY AND SECURITY BRANCH Associated Lifeline: Safety & Security Primary Focus: Law enforcement, fire services, search and rescue, and site security.

CRITICAL INFORMATION REQUIREMENTS

LIFE SAFETY & MASS CASUALTY

- **Fatalities:** Any confirmed fatalities, serious injuries, or hospitalization of all residents/nonresidents resulting from the disaster/emergency.
- **State Centric Incidents:** Any accident involving state vehicles, equipment, or facilities that results in a loss or serious damage to equipment or property.
- **Mass Casualty Incident:** Any incident overwhelming the medical transport or treatment capacity of a local jurisdiction (e.g., >10 simultaneous critical transports).
- **Evacuations & Shelter in Place Orders:** Any Shelter in Place or mandatory evacuation order of a populated area, or area including key infrastructure or facilities requiring special care (i.e. hospital, nursing home, school).

CRITICAL INFRASTRUCTURE FAILURE/DISRUPTION

- **Transportation Systems Status Changes:** Any complete closure or significant restriction of commercial airports (e.g., PWM, BGR), deep-water harbors, ferry services, Interstate (I-95, I-295), US Route, primary State supply route, or major line of communication (rail/bridge) anticipated to last >4 hours.

- **911/Comms Failure:** Complete loss of 911 receiving capability or public safety radio network in any county.
- **Dam Integrity:** Notification of a "Potential Failure" or "Imminent Failure" for any High Hazard Potential Dam.
- **Grid Instability:** Loss of power to any Level 1 Critical Facility (Hospital, EOC, 911 Call Centers) where backup generation has failed or is unstable.

OPERATIONAL ESCALATION

- **County Declaration:** Any County Emergency Management Agency, in coordination with county leadership, declaring a "State of Emergency" or activating their EOC to "Full" levels.
- **Request for Assistance:** Any major Request for Assistance from a county or other agencies that the SEOC is unable to support or cannot support on a timely basis.
- **Resource Exhaustion:** Any formal request for State Assets (National Guard, Forestry, State Police) or Mutual Aid (EMAC/IEMAC) due to the exhaustion of local/county assets.
- **Civil Unrest:** Confirmed reports of civil unrest, looting, or violence hindering emergency response operations.

LIFELINE	SAFETY & SECURITY
	Stabilization Target: Threats to life-safety are no longer a concern for all response personnel and impacted communities. Government essential functions, including executive leadership, are operational. Sufficient search and rescue assets are on-scene to assist all survivors. Sufficient fire resources are available to support fire suppression efforts.
	Law Enforcement/Security [] Reception centers / Family reunification centers established? [] Evacuation orders and approximate population impacted Select Type: () Voluntary () Mandatory () Total [] Curfews in place? [] Planned reentry procedures established? [] Police station facilities status: ___ # Fully Operational ___ # Partially Operational ___ # Non-Operational
	Fire Service [] Fire station facilities status: ___ # Fully Operational ___ # Partially Operational ___ # Non-Operational
	Search & Rescue (SAR) [] Search and Rescue Teams operating in division Select Type: () Local () State () Federal [] Status of ongoing SAR operations (include plans for remaining need or demobilization):
	Government Services [] City Hall / Municipal / County / Emergency Management facilities status: ___ # Fully Operational ___ # Partially Operational ___ # Non-Operational [] School closures: Number of closures: Cause and anticipated reopening dates: [] Postal services: Status and gaps in capabilities: [] Long Term Recovery Groups: Status and plans:
	Community Safety [] Dams / Levees: [] At risk of failure? [] At least moderate damage? Location and population impacted: [] Communities requiring sandbag operations? [] Cemeteries Disrupted: Select Type: () Private () Public

LIFELINE	HEALTH & MEDICAL
	Stabilization Target: All survivors, their pets, and service animals have access to required medical and veterinary care. Emergency medical systems can manage patient movement requirements. Public health services are accessible to all survivors. Sufficient temporary fatality management support is in place to meet processing demand. Medical supply chain capable of adequately resupplying medical care providers.
	Medical Care ☐ # of confirmed injuries: ☐ Hospital and Emergency Medical Facility Status: Operational Status: ___ # Fully Operational ___ # Partially Operational ___ # Non-Operational Closures/Disruptions: Cause and anticipated re-opening dates: Capacity: # / % of beds available: ☐ Other Medical Facility and Veterans Affairs Facilities status and impacts: Details: ☐ Dialysis Centers and Pharmacies status: ___ # Fully Operational ___ # Partially Operational ___ # Non-Operational
	Patient Movement ☐ Unmet patient movement resource requirements? Details: ☐ Hospital evacuations: Select Status: () Planned () Executed Details: ☐ Aeromedical evacuation operations underway?
	Public Health ☐ Radiation health concerns? ☐ Food safety concerns? ☐ Chemical exposure? ☐ Vector control concerns? ☐ Air quality concerns? ☐ Medical waste concerns? ☐ Disease outbreaks?
	Fatality Management ☐ Unmet fatality management resource needs? Details: ☐ # of confirmed fatalities:
	Medical Supply Chain ☐ Medical commodity production facilities impacted? ☐ Medical gas service providers impacted?

LIFELINE	FOOD, HYDRATION, & SHELTER
	Stabilization Target: All survivors, their pets, and service animals have access to food, water, and sanitation. Sheltering, including cellular reception, capacity, accessibility, and wrap-around services, is supporting the displaced population. Sufficient resources are in place to sustain agricultural requirements.
	Food [] Unmet feeding needs? Details: [] Feeding stations or Points of Distribution providing food Number of stations: Locations: [] Grocery store chain closures, cause, and anticipated reopening Details:
	Hydration [] # or % of people without potable water: [] # or % and locations of Points of Distribution providing water Details:
	Shelter [] Capacity, overnight census, and # of: Congregate shelters Select Type: () Red Cross () Independent () State Managed Census / Capacity: Non-congregate shelters Census / Capacity: [] Pet shelters Status: [] Large animal shelters Status:
	Agriculture [] Commercial food supply impacts Details: [] Plant disease outbreaks Details: [] Animal disease outbreaks Details:

LIFELINE	TRANSPORTATION
	Stabilization Target: Multimodal routes (air, rail, road, port) are clear of debris and accessible by normal or alternate means.
	Highway/Roadway [] Emergency route clearance requirements / completed Status: [] Impacts to highways / roadways / bridges Describe impacts to access, detours available, emergency repairs, and estimated time to restoration:
	Mass Transit [] Impacts to mass transit Especially systems used for mass evacuation (bus / airport / other):
	Railway [] Railway bridges impacted Details: [] Commodity and passenger rail line disruptions Details:
	Aviation [] Airport infrastructure impacts Runways, towers, ground support status: [] Commercial airline impacts Details: [] Ability for responder air operations to occur Status:
	Maritime [] Port facilities impacted (landside and seaside) Operational Status: Select Status: () Fully () Partially () Non-Operational [] US Coast Guard Port Status: Details: [] Navigable waterway impacts, debris, other: Details:

COMMUNITY LIFELINES WITH ESSENTIAL ELEMENTS OF INFORMATION

LIFELINE	COMMUNICATIONS
	Stabilization Target: Survivors have access to commercial communications infrastructure to contact or be contacted by emergency services. LMR communications network is operational. PSAPs are available to the public. Survivors have access to financial services.
	Infrastructure [] % population without cellular service: [] Telecommunications provider disruptions / outages Include cause, actions, and estimated time of restoration:
	Alerts, Warning, and Messages [] Impacts to local capacity to provide public alerts Details:
	911 and Dispatch [] 911 / Public Safety Answering Points (PSAPs) Operational Status: Select Status: () Fully () Partially () Non-Operational Routing: Method of receiving and routing calls:
	Responder Communications [] Locations with degraded communications Details: [] Unmet needs for communications devices Details: [] Unmet needs for communication systems Details:
	Finance [] # / % of facilities non-mission capable: [] # / % of banks/ATMs inoperable:

LIFELINE	HAZARDOUS MATERIALS
	Stabilization Target: All contaminated areas are identified and secure.
	Facilities [] Oil systems facilities impacted Operational Status: Select Status: () Fully () Partially () Non-Operational [] Hazardous materials facilities impacted Operational Status: Select Status: () Fully () Partially () Non-Operational
	HAZMAT, Pollutants, Contaminants [] Debris total (cubic yards or tons): [] # of Derelict vessels:

LIFELINE	ENERGY
	Stabilization Target: Generators are providing temporary emergency power at critical facilities necessary to stabilize other lifelines. Fuel distribution is available for responders. Sufficient fuel distribution is available for survivors, including to support individuals dependent on power for life-sustaining medical care.
	Power (Grid) [] # / % of population/jurisdiction without power: ___ / ___ % [] Cause of power outages including impacts to: Select Impacted: () Generation () Transmission () Distribution systems [] Critical infrastructure requiring federal generators: Select Phase: () Assessment () Approval () Installation () Deinstallation [] Non-mission capable generation facilities: Type (nuclear, hydro, coal, LNG, other): [] Actions taken to restore power and estimated time of restoration: Details:
	Fuel [] Critical infrastructure with non-federal generators anticipated to have unmet needs? Details: [] # / % of gas stations: ___ # / % Fully Operational ___ # / % Partially Operational ___ # / % Non-Operational [] # and location of fuel distribution points: Select Type: () Commercial () Responder Locations: [] Fuel shortages in supply chain anticipated or actual? [] Fuel distribution impacts (refineries, bulk fuel storage, pipelines): Details:

LIFELINE	WATER SYSTEMS
	Stabilization Target: Survivors have access to temporary or permanent potable water infrastructure providing drinking water and wastewater management services. Sufficient resources are in place to support the temporary or permanent delivery of baseline water systems services.
	Potable Water Infrastructure ☐ Population without water: Population count and center location ☐ Population under Boil Water Advisory: Locations of Advisory: Water Service Provider: ☐ Water treatment facilities status: ___ # Fully Operational ___ # Partially Operational ___ # Non-Operational ☐ Intake, pump stations, pipeline, or other distribution system component impacts Details:
	Wastewater Management ☐ Wastewater treatment facilities status: Select Status: () Bypass () Offline () Limited ☐ Lift stations, force main, or other system component impacts Details: