

## **Checklist to Establish and Maintain the ESF-11 Desk at the JFO/RRCC**

The ESF-11 Desk is a conduit between FEMA and the ESF-11 organizations providing support for the emergency response.

### Check-In

- Check in to the incident properly**
  - Confirm who it is you report to at the center as per ICS structure
  - Locate the ESF-11 desk
  - Confirm the contact information for the desk; email, phone, fax
  - Obtain copy of activation Mission Assignment and forward to the REPM, the ESF #11 Desk Officer at the NRCC, and the NC.
  
- Establish communications with FEMA**
  - Introduce yourself as the ESF-11 desk contact
  - Obtain from your incident supervisor the schedule, format, and method for contributing ESF-11 information to the incident Situation Reports.
  - Obtain from your incident supervisor ICS meeting schedule for ESF-11 participation
  - Determine which information management system the incident is using including log-in and password access for the ESF-11 desk
  
- Establish communications with all ESF-11 partner agencies; USDA Food and Nutrition Service, USDA Food Safety Inspection Service, and Department of the Interior.**
  - Call the FNS, FSIS, and DOI contacts for the affected FEMA region; identify yourself as the ESF-11 Desk Officer; provide contact information.
  - Utilize the “ESF #11 Contacts by FEMA Region” list located in the “Contact Lists” section of the Desk Officer guide to identify the above contacts.
  
- Establish communications with the USDA APHIS Program contacts in the affected state(s); Veterinary Services, Plant, Protection, Quarantine, Wildlife Services, Animal Care, Investigative Enforcement Service.**
  - Contact the APHIS Program Unit (VS, PPQ, WS, AC, & IES) contacts for the affected state; identify yourself as the ESF-11 desk; provide your contact information; ensure that the APHIS contact understands that the purpose of the call is just to establish communication and not to appropriate resources from them.
  - Utilize the APHIS Program contact lists located in the “Contact Lists” Section of the desk guide to identify the above contacts.

## Daily Operations

- **Organize ESF-11 desk operations**
  - Establish and maintain an ESF-11 desk shift log of events.
  - Establish and maintain ESF-11 desk files of pertinent correspondence, reports, and other information (sitreps, mission assignments)
- **Ensure proper staffing of ESF-11 desk**
  - Ensure desk operations are transparent for easy transition to a replacement
  - Confirm ESF-11 desk staffing plan from APHIS resources with REPM
  - Confirm ESF-11 desk staffing plan from partner agency resources with HQ contacts thru the National Coordinator (clarification on this from partner agencies still needed)
- **Attend meetings and participate in the FEMA planning process**
  - Attend daily shift briefings and other JFO/RRCC meetings as appropriate
  - Maintain situational awareness of field activities under ESF-11
  - Be supportive and positive of Mission Assignments proposed by FEMA for ESF-11.
- **When FEMA proposes a mission assignment for ESF-11, work with the following positions to develop it**
  - FEMA MA Manager
  - FEMA Project Manager
  - Other Federal Agency Action Officer (representing FSIS, FNS, DOI, or APHIS)
  - Requestor (FEMA or state)
  - Regional Emergency Program Specialist (ESF-11 coordinator)
- **If after consultation with the above positions, a determination is made that a mission assignment to ESF-11 is not appropriate:**
  - Be sure the let FEMA know why the need can't be met.
  - Continue to remain engaged and work with FEMA until the need is met or **it is abandoned.**
- **Keep track of mission assignment activities and expenditures**
  - Keep copies of all signed MA's and forward electronic copies to the REPM, the ESF #11 Desk at the NRCC, and the NC
  - If it appears that expenses under a MA are going to exceed the limit identified in the MA; work with FEMA, the requesting agency, and the supervisor of those doing the work to complete an ARF to authorize additional funding.
  - Communicate with the supervisor of those doing the work and capture their activities in the Situation Report.

## Demobilization

- Transition and/or deactivate ESF-11 desk activities
  - Coordinate with your incident supervisor and the Emergency Program Specialist to ensure that your replacement will arrive early enough for a smooth transition.
  - If deactivating, ensure that all regional and local POCs are aware of the deactivation.
  - Coordinate with your incident supervisor to ensure that all ESF-11 related documentation is properly archived.
  - Coordinate with the Emergency Program Specialists on an After Action Review (AAR) at the end of your tour.