

Sample Activation and Deployment Execution Checklist

This is an example of an Activation and Deployment Execution Checklist which outlines some steps of ESF-15 Activation and how they may occur. While this is subject to change based upon the incident, it is a helpful guide on identifying what needs to be done and in what order.

Action	Directed by – Additional Information
<input type="checkbox"/> Incident(s) occurs	Notification by NOC, NRCC, or other federal or state emergency operations center
<input type="checkbox"/> Activate and execute NRP ICEPP Protocols	DHS Assistant Secretary for Public Affairs
<input type="checkbox"/> DHS Ready Room activated	DHS Public Affairs
<input type="checkbox"/> Contact affected state(s), local(s), tribal or private sector communications counterparts <ul style="list-style-type: none"> ▪ Communications plans ▪ EAS ▪ Lead agencies ▪ P A support from federal counterparts ▪ JIC location (s) and co-location ▪ DSAT/PA plans ▪ ESF-15 development plans 	ESF-15 Director Participating state, local, or private sector counterparts
<input type="checkbox"/> ESF-15 is activated	DHS Assistant Secretary for Public Affairs
<input type="checkbox"/> PFO, FCO designated (time approximate)	Secretary of Homeland Security
<input type="checkbox"/> NICCL interagency call. Discuss: <ul style="list-style-type: none"> ▪ Situation ▪ Lead agency roles ▪ State and local communications on incident ▪ Federal strategic plan (initial) ▪ ESF-15 activation and deployment needs ▪ JIC establishment ▪ Statements by principals ▪ HSAS or other declarations 	NICCL interagency participants DHS Assistant Secretary (or designate)
<input type="checkbox"/> Incident of national significance declared or being considered	Secretary of Homeland Security
<input type="checkbox"/> ESF-15 activation order distributed	NICCL and NRCC
<input type="checkbox"/> ESF-15 Operations Director designated	ESF-15 Director