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| **1. STANDBY - Preparedness**  |  |
| * **Monthly Actions:**
 | **Lead**  |
| **Using Annex A1 - Monthly Comms Check Template** - In conjunction with NEOC, complete **Monthly** scheduled comms checks to all YAP stations to confirm serviceability of remote systems, highlight any problems in the monthly report.  | **YAP DCO** |
| **Using Annex C1 - Monthly DCO Reporting Template** – Complete and save the **Monthly** report by contacting asset owners and logistics partners for a status update.  | **YAP DCO** |
| * **Quarterly Actions:**
 | **Lead** |
| **Using Annex B1 – Logistics Contacts list** - Maintain & update a list of all Logistics partners. Ensure multiple contacts for each department are up to date and relevant. | **YAP DCO** |
| **Using Annex D1 - Check progress of ‘Action List’** - Continually re-evaluate, assess and ensure that ‘Action List’ preparedness tasks are being achieved for the State. | **YAP DCO** |
| * **Annual Actions:**
 | **Lead** |
| Check with NEOC to confirm you have the latest UBD Information – Re-evaluate the State distributed message for UBDs in anticipation of potential post-disaster needs. | **NDCT-Logs** |
| Review logistics tools & identify training needs to ensure Yap state DCO members are familiar with system processes and tool locations. | **YAP DCO** |
| Co-ordinate & participate in the review of State level SOPs every year  | **NDCT-Logs** |
| Review the ConOps plans & tools for simulation & scenario testing (cyclones, tsunami, etc..)  | **NDCT-Logs** |
| Co-ordinate & Participate in National level scenarios & simulations run every two years by NEOC | **NDCT-Logs** |
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| **2. WARNINGS – Watch, Alert & Onset**  | **Lead** |
| Request NDCT-Logs group involvement if you suspect National level assistance is required.  | **YAP DCO** |
| **Using Annex A2 – Daily Comms Log Template** – In conjunction with NEOC you may be requested to complete a **DAILY** scheduled comms log – If requested this is to confirm serviceability and convey messaging / collect information. | **NDCT-Logs** |
| **Update & Distribute Annex B1 – Logistics Contacts List** – Contact State logistics partners and ensure members understand their roles and responsibilities as per the Contacts list. | **YAP DCO** |
| **Using Annex E1 – Transport Schedule –** In conjunction with NEOC you may be requested to plan a schedule of transport for deployment of prepositioned items to most vulnerable communities. Prepare & complete shipping manifests, bills of laden, customs forms etc. | **YAP DCO** |
| **Update & Distribute Annex C2 - Daily Reporting Template** – In conjunction with NEOC you may be requested to complete a Daily Logistics Status report containing latest assessment of transport, infrastructure & planned transport schedules. | **YAP DCO** |
| **Using Annex F1 - UBD Information –** Confirm latest UBD message information with NEOC and disseminate initial message within State. | **NDCT-Logs** |

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| **3. IMPACT – Preserve Life** | **Lead** |
| **Using Annex A2 – Daily Comms Log Template** – In conjunction with NEOC you may be requested to complete a **DAILY** scheduled comms log – If requested this is to confirm serviceability and convey messaging / collect information. | **NDCT-Logs** |
| **Using Annex E1 – Transport Schedule -** In conjunction with NEOC you may be requested to plan a schedule of transport for deployment of prepositioned items to most vulnerable communities. Prepare & complete shipping manifests, bills of laden, customs forms etc. | **YAP DCO** |
| **Using Annex C2 - Daily Reporting Template** – In conjunction with NEOC you may be requested to complete a Daily Logistics Status report containing latest assessment of any damage to transport, infrastructure & planned transport schedules. | **YAP DCO** |

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| **4. RELIEF & RESPONSE – Deploy & Distribute** | **Lead** |
| **Using Annex A2 – Daily Comms Log Template** – In conjunction with NEOC you may be requested to complete a **DAILY** scheduled comms log – If requested this is to confirm serviceability and convey messaging / collect information. | **NDCT-Logs** |
| **Using Annex E1 – Transport Schedule -** In conjunction with NEOC you may be requested to complete a schedule of transport for deployment of prepositioned items to most vulnerable communities. Prepare & complete shipping manifests, bills of laden, customs forms etc. | **YAP DCO** |
| **Using Annex C2 - Daily Reporting Template** – In conjunction with NEOC you may be requested to complete a Daily Logistics Status report containing latest assessment of transport, infrastructure & planned transport schedules. | **YAP DCO** |
| Re-evaluate & assess efficiency and effectiveness of initial response effort and adjust accordingly. | **YAP DCO** |
| **Using Annex F1 - UBD Information Tool -** Review the effectiveness of UBD coordination and communications, discuss with NEOC | **YAP DCO** |

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| **5. RECOVERY – Review & Re-Evaluate** | **Lead** |
| **Using Annex F1 - UBD Information Tool -** Review the effectiveness of UBD coordination and communications, discuss with NEOC | **YAP DCO** |
| **POST EVENT** - Record lessons learned, review & update Action List / SOP’s / ConOps as required. | **YAP DCO** |
| **POST EVENT** - Summarise finances and expenditure - Report as requested | **YAP DCO** |
| **POST EVENT** - Stand down emergency response and return to – ‘Standby Preparedness’ | **YAP DCO** |