

Management

EOC Director
“Leads It”



EOC

EOC Director

You are in charge!

1. Monitor staff/client health & safety.
2. Gather facts & assess the situation.
3. Track time and document your actions.
4. Determine needs & request assistance.
5. Make team assignments, use checklists!
6. Establish EOC Action Plan.
7. Inform clients & make notifications.
8. Coordinate overall efforts with other stakeholders.
9. Authorize release of information.
10. Submit all costs/receipts to Finance.

Operations

Operations Chief
“Does It”



EOC

Operations Section Chief

You control the problem!

1. Monitor the health & safety of Operations staff.
2. Receive briefing from Incident Commander(s).
3. Monitor activity and ensure they have support.
4. Track your time & document your actions.
5. Carry out the EOC Action Plan.
6. Keep the EOC Director informed.
7. Fill resource requests to support response.
8. Coordinate with other stakeholders.
9. Submit all costs/receipts to Finance.

Planning

Planning Chief
“Tells It”



EOC

Planning Section Chief

You manage the big picture!

1. Monitor the health & safety of the Planning staff.
2. Collect, verify, evaluate & catalog information from field team and other sources.
3. Obtain status of clients and staff.
4. Establish damage estimate.
5. Track your time & document your actions.
6. Keep other sections informed.
7. Be proactive! Anticipate issues.
8. Coordinate EOC Action Planning process.
9. Display & distribute information.
10. Track all available & assigned EOC resources.
11. Submit all costs/receipts to Finance.

Logistics

Logistics Chief
“Gets It”



EOC

Logistics Section Chief
You support other sections!

1. Monitor the health & safety of Logistics staff.
2. Track your time & document your actions.
3. Be proactive! Anticipate needs of sections.
4. Obtain a briefing from field Logistics.
5. Purchase, inventory, transport, store and distribute supplies/materials to support field teams.
6. Coordinate purchases/rentals with Finance.
7. Acquire additional personnel to support field teams.
8. Provide food and shelter for EOC team as needed.
9. Coordinate volunteers.
10. Submit all costs/receipts to Finance.

Finance/Admin

Finance Chief
“Pays For It”



EOC

Finance/Admin Section Chief
You manage costs and claims!

1. Monitor the health & safety of Finance staff.
2. Track your time & document your actions.
3. Document injury claims.
4. Provide financial tracking and purchasing guidance to other sections.
5. Document field/EOC/volunteer personnel time.
6. Document field/EOC materials rented/purchased.
7. Ensure proper contracts/agreements are in place.
8. Begin financial recovery process.

Management

Liaison Officer



EOC

Liaison Officer
You connect with outside people and resources

1. Locate and contact Section Chiefs to confirm Agency Representative needs.
2. Orient outside Agency Representatives to be familiar with your site and processes.
3. Coordinate with field as needed.

Management

Safety Officer



EOC

Safety Officer

Your focus is safety!

1. Ensure ALL personnel follow the highest health & safety standards.
2. Monitor all EOC activities – STOP anything that is unsafe.
3. Coordinate with Field Safety Officer.
4. Know your facility and its safety features.
5. Tour your facility—address safety issues.
6. Submit all costs/receipts to Finance.

Management

Public Information Officer



EOC

Public Information Officer

You are the voice of your agency!

1. Provide emergency information to staff/clients.
2. Establish/maintain communication with media.
3. Prepare press releases & agency background material – must be approved by EOC Director.
4. Monitor media for emergency information.
5. Connect with other involved PIOs.
6. Keep all stakeholders informed.
7. Keep a log of media contacts.
8. Prepare talking points for key agency officials.
9. Brief the Section Chiefs & Officers.
10. Submit all costs/receipts to Finance.