

# **Standardized Emergency Management System**

APPROVED COURSE OF INSTRUCTION EMERGENCY  
OPERATIONS CENTER COURSE G611

## **OPERATIONAL AREA MANAGEMENT SECTION**

**Function Specific Handbook**

**CHAPTER THREE  
MARCH 2001**

---

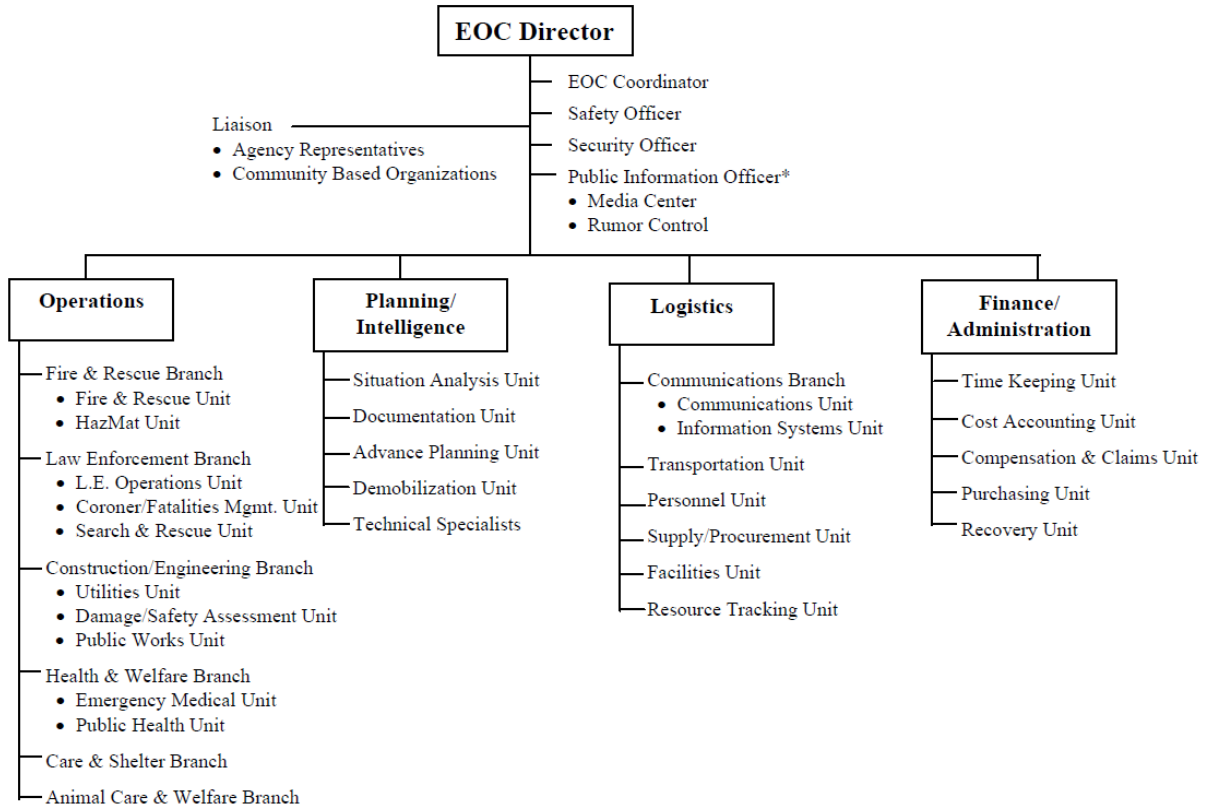
The contents of this guideline have not been changed from the original document, however, the guideline has been reformatted to meet Americans with Disabilities Act (ADA) 508 standards.

## Table of Contents

Standardized Emergency Management System.....	1
APPROVED COURSE OF INSTRUCTION EMERGENCY OPERATIONS CENTER COURSE G611 .....	1
OPERATIONAL AREA MANAGEMENT SECTION .....	1
Function Specific Handbook .....	1
<b>LOCAL GOVERNMENT MANAGEMENT SECTION FUNCTION SPECIFIC HANDBOOK...</b>	<b>4</b>
<b>I. Large Local Government EOC Functional Organization Chart.....</b>	<b>4</b>
<b>II. General Considerations.....</b>	<b>5</b>
<b>III. Generic Checklist .....</b>	<b>7</b>
<b>IV. Management Section Functional Descriptions .....</b>	<b>8</b>

# LOCAL GOVERNMENT MANAGEMENT SECTION FUNCTION SPECIFIC HANDBOOK

## I. Large Local Government EOC Functional Organization Chart



\* Public Information functions may be organized through use of assistant information officers or as units if necessary.

Each jurisdiction must determine the appropriate organization for the functions to be performed.

## II. General Considerations

### A. Contents

This handbook contains functional descriptions, responsibilities, and checklists for personnel assigned to the Management Section of an Operational Area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section. Agencies and jurisdictions are encouraged to supplement the responsibilities and checklists to meet their own EOC operating requirements.

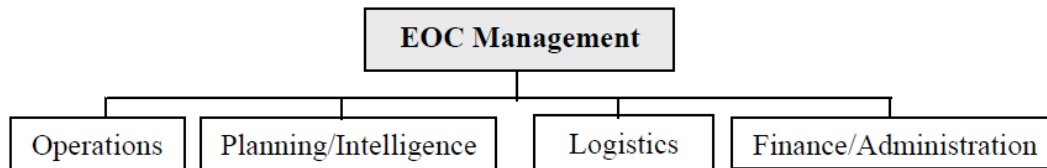
### B. Standardized Emergency Management System (SEMS)

The SEMS Regulation ((P)2403) requires that local governments, operational areas, regional and state level EOCs provide for the functions of: management, operations, planning/intelligence, logistics and finance/administration. These five primary functions in SEMS provide the foundation for establishing an effective EOC management team.

### C. Operational Area EOC

The Operational Area consists of a county and all political sub-divisions within the county area. While not required, the Operational Area EOC normally performs dual activities of coordination for the county local government function (unincorporated areas), and for the overall coordination of emergency activities within the geographic area of the county.

## D. EOC Organization



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established. However in some jurisdictions the sub-functions may also be established as Branches or Groups.

The functions described here are those activities that may need to be activated during an EOC activation for the Management Section at the local government EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

## E. Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply.

- Staff the organization with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.

- One person may have delegated authority for more than one area of responsibility. (Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase).
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.

### **III. Generic Checklist**

Checklists for each position are listed by three phases; Activation, Operational, and Demobilization. Several of the actions to be taken in the Activation and Demobilization Phases of an EOC activation common to all positions are listed below.

#### **Activation Phase:**

- ⌘ Check in upon arrival at the EOC.
- ⌘ Report to EOC Director, Section Coordinator, Branch Coordinator, or other assigned Supervisor.
- ⌘ Set up your workstation and review your position responsibilities.
- ⌘ Establish and maintain a position log that chronologically describes your actions taken during your shift.
- ⌘ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ⌘ Ensure RIMS (Response Information Management System) is operational at the Operational Area EOC and any local governments that have it installed.

## **Demobilization Phase:**

- ⌘ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ⌘ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ⌘ Be prepared to provide input to the after-action report.
- ⌘ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ⌘ Clean up your work area before you leave.
- ⌘ Leave a forwarding phone number where you can be reached.

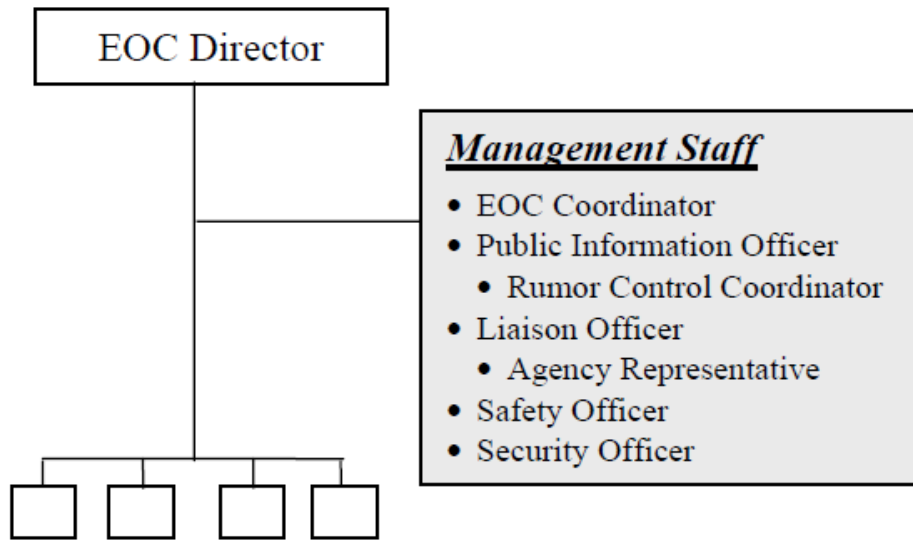
## **IV. Management Section Functional Descriptions**

The Operational Area EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director may have support personnel called the Management Staff. They are delegated responsibility to perform management support functions.

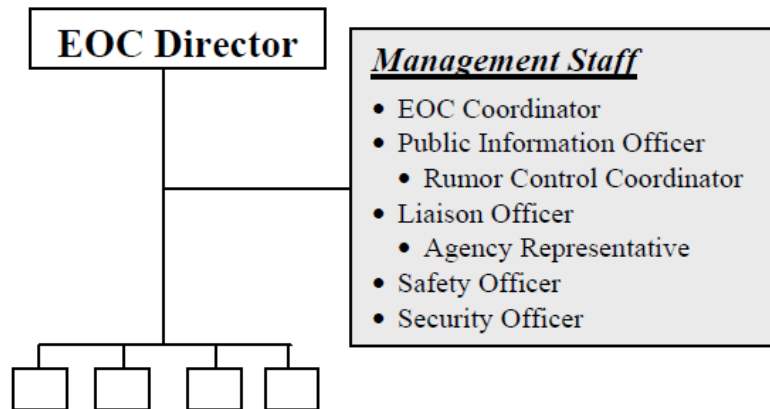
Management Staff positions will vary depending upon the need of the EOC Director for support. The positions listed below are the more common Management Staff positions. Note that in some EOCs these positions may be activated at a one-person level, with staff assistants depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The management staff positions are extremely important in that they relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.





## EOC Director



### Function Description:

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary

depending upon the SEMS Level. Examples of reporting relationships are described below.

#### Local Government Level:

- Mayor, President of the Council, Chairperson of an Emergency Council, Administrative Officer, or other named authority as stated in the local government's emergency ordinance.

#### Operational Area:

- Chairperson of the Board of Supervisors, Chairperson of an emergency council, County Chief Administrative Officer or other named authority as stated in the operational areas emergency ordinances.

#### Regional:

- OES Region Administrator or designee

#### State:

- OES Director or designee

In some jurisdictions, the EOC Director may also be referred to as the EOC Manager. The title Incident Commander should not be used to refer to the person in charge of the EOC. The title Incident Commander should be reserved for use at the SEMS Field level.

The EOC Director will delegate authority as appropriate and necessary to members of the Management Staff and to the General Staff.

Positions reporting to the EOC Director will vary depending upon the SEMS level. Standard functions may include but are not limited to:

- Coordinators of Functional Sections (called the General Staff)
  - Operations Section Coordinator

- Planning/Intelligence Section Coordinator
- Logistics Section Coordinator
- Finance/Administration Section Coordinator
- Management Staff
  - EOC Coordinator
  - Public Information Officer
  - Liaison Officer
  - Safety Officer
  - Security Officer

The position of EOC Director may be pre-established where the same person/agency is always in charge of the EOC regardless of the type of emergency, or as is done in some jurisdictions, a qualified person from the agency that has the greatest field involvement in the emergency will fill the position of EOC Director.

### **Responsibilities:**

1. Establish the appropriate staffing level for the Operational Area EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
3. Exercise overall management responsibility for the coordination between emergency response agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas

of the county. Ensure that all county agency actions are accomplished within the priorities established.

4. Ensure that inter-agency coordination is accomplished effectively within the Operational Area EOC.

#### Activation Phase:

- ⌘ Determine appropriate level of activation based on situation as known.
- ⌘ Coordinate with other Operational Area EOCs to ensure appropriate levels of activation are in place.
- ⌘ Mobilize appropriate personnel for the initial activation of the EOC.
- ⌘ Respond immediately to EOC site and determine operational status.
- ⌘ Obtain briefing from whatever sources are available.
- ⌘ Ensure that the EOC is properly set up and ready for operations.
- ⌘ Ensure that an EOC check-in procedure is established immediately.
- ⌘ Ensure that an EOC organization and staffing chart is posted and completed.
- ⌘ Determine which sections are needed, assign Section Coordinators as appropriate and ensure they are staffing their sections as required.
- ⌘ Operations Section Coordinator
- ⌘ Finance/Administration Coordinator
- ⌘ Logistics Section Coordinator
- ⌘ Planning/Intelligence Section Coordinator
- ⌘ Determine which Management Staff positions are required and ensure they are filled as soon as possible.

⌘ Liaison Officer

⌘ Safety Officer

⌘ EOC Coordinator

⌘ Security Officer

⌘ Public Information Officer

⌘ Ensure that telephone and/or radio communications with other EOCs are established and functioning.

⌘ Schedule the initial Action Planning meeting.

⌘ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies, local governments and other agencies.

⌘ Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-agency Coordination Group.

### **Operational Phase:**

⌘ Monitor general staff activities to ensure that all appropriate actions are being taken.

⌘ In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

⌘ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.

⌘ Based on current status reports, establish initial strategic objectives for the EOC.

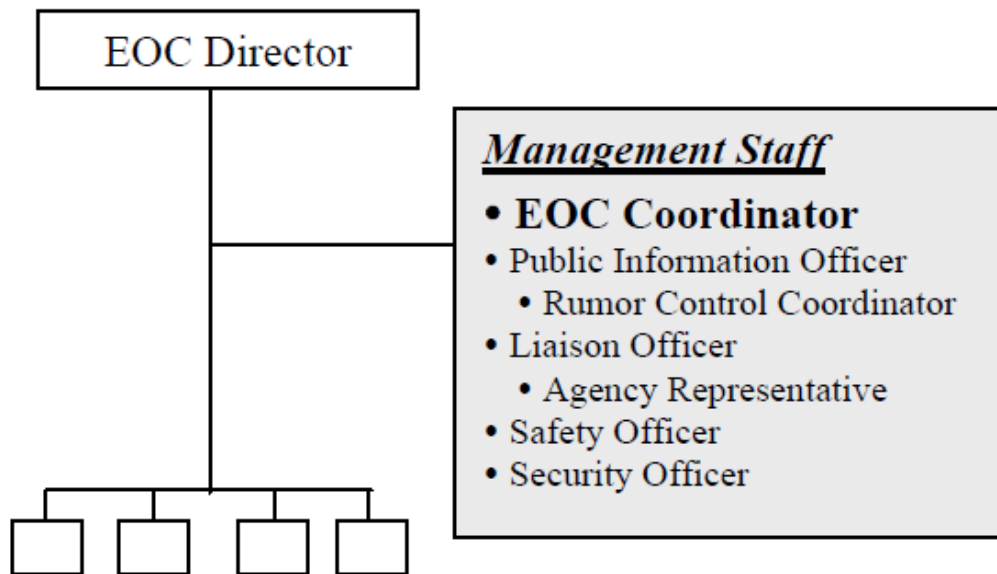
⌘ In coordination with Management Staff, prepare EOC objectives for the initial Action Planning Meeting.

- ⌘ Convene the initial Action Planning meeting. Ensure that all Section Coordinators, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action Planning Guidelines.") Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- ⌘ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- ⌘ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- ⌘ Conduct periodic briefings for elected officials or their representatives.
- ⌘ Formally issue an Emergency Proclamation as necessary, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ⌘ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

### **Demobilization Phase:**

- ⌘ Authorize demobilization of sections, branches and units when they are no longer required.
- ⌘ Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- ⌘ Ensure that any open actions not yet completed will be handled after demobilization.
- ⌘ Ensure that all required forms or reports are completed prior to demobilization.
- ⌘ Be prepared to provide input to the after action report.

- ⌘ Deactivate the EOC at the designated time, as appropriate.
- ⌘ Proclaim termination of the emergency response and proceed with recovery operations.



### Function Description:

The EOC Coordinator is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Coordinator may be the County Director of Emergency Services or other similar title, and often is the person who is most familiar with emergency services for the agency or jurisdiction. The EOC Coordinator, because of his/her working knowledge of the EOC facility, communications, support services, and the jurisdiction's emergency plan can be an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

### Responsibilities:

1. Facilitate the overall functioning of the EOC.

2. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

#### **Activation Phase:**

- ⌘ Follow generic Activation Phase Checklist.
- ⌘ Assist the EOC Director in determining appropriate staffing for the EOC.
- ⌘ Provide assistance and information regarding section staffing to all general staff.

#### **Operational Phase:**

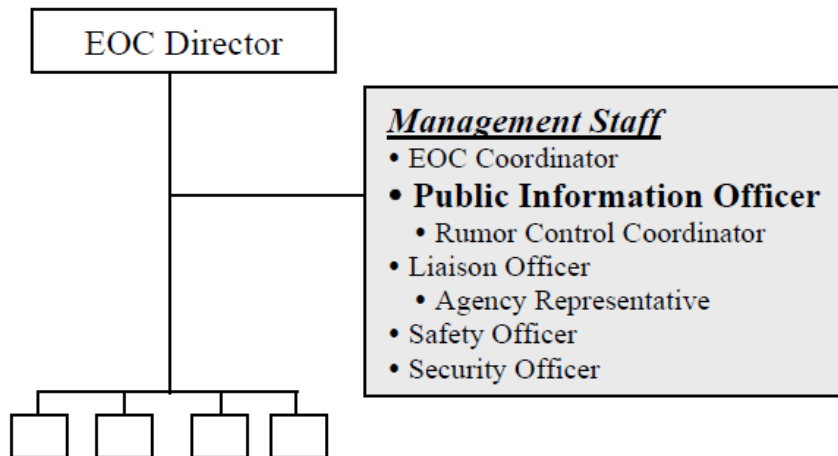
- ⌘ Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- ⌘ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ⌘ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ⌘ Provide overall procedural guidance to General Staff as required.
- ⌘ Provide general advice and guidance to the EOC Director as required.
- ⌘ Ensure that all notifications are made to the Operational Area EOC.
- ⌘ Ensure that all communications with appropriate emergency response agencies is established and maintained.



- ⌘ Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the general public.
- ⌘ Assist the EOC Director and Liaison Officer, in establishing and maintaining Inter-agency Coordination Groups as necessary.
- ⌘ Assist the Liaison Officer with coordination of all EOC visits.
- ⌘ Provide assistance with shift change activity as required.

**Demobilization Phase:**

- ⌘ Follow generic Demobilization Phase Checklist.



**Function Description:**

The Public Information Officer serves as the primary point of contact between the EOC and the media and the public. The Public Information Officer will prepare information releases, brief media representatives, and provide for press conferences. Normally, the Public Information function will also oversee the Rumor Control activity.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in Planning/Intelligence. While not all information in the unit may

be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

### **Organizing the Information function in an Operational Area EOC**

The Information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs.

Normally, the Information function is handled by the Information Officer who is a member of the Management Staff. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

In some cases in larger jurisdictions or major agency EOCs, it may be desirable to extend the Information function organization to meet greater needs. When this happens, the Information function may be established in the Management Section as a Group or at the maximum a Branch under the management of the Information Officer. Individual Units could then be established for such sub-functions as:

- Information Gathering
- Media Center
- Rumor Control
- Joint Information Center (JIC)
- Print media dissemination
- Broadcast media dissemination

## **Responsibilities:**

1. Serve as the central coordination point for the Operational Area for all media releases.
2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
4. Develop the format for press conferences, in conjunction with the EOC Director.
5. Maintaining a positive relationship with the media representatives.
6. Supervising the Public Information Branch.

## **Activation Phase:**

- ⌘ Follow generic Activation Phase Checklists.
- ⌘ Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

## **Operational Phase:**

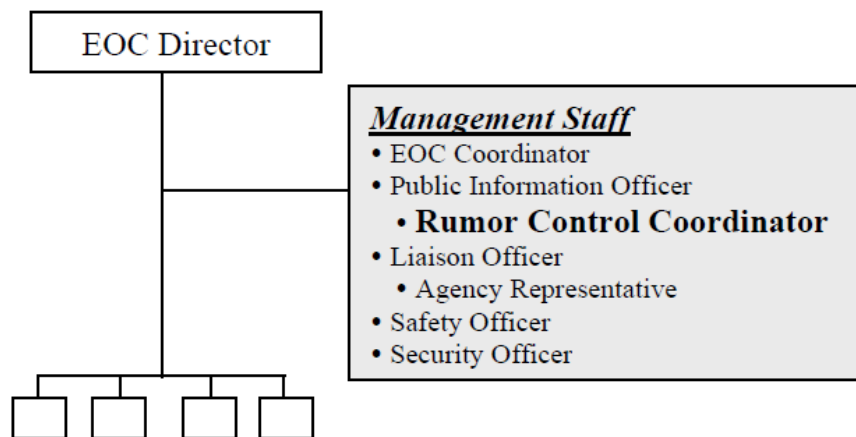
- ⌘ Obtain policy guidance from the EOC Director with regard to media releases.
- ⌘ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ⌘ Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.

- ⌘ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- ⌘ Implement and maintain an overall information release program.
- ⌘ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- ⌘ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- ⌘ Interact with other EOC PIOs and obtain information relative to public information operations.
- ⌘ Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- ⌘ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ⌘ At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- ⌘ Ensure that a rumor control function is established to correct false or erroneous information.
- ⌘ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.
- ⌘ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.

- ⌘ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ⌘ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- ⌘ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ⌘ Ensure that file copies are maintained of all information released.
- ⌘ Provide copies of all media releases to the EOC Director.
- ⌘ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ⌘ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

**Demobilization Phase:**

- ⌘ Follow generic Demobilization Phase Checklist.



### **Function Description:**

The function of rumor control is to establish within the EOC an activity designed to respond rapidly and with correct and timely information to any and all rumors raised as a result of the emergency.

Rumor Control is generally established as a part of the Public Information function, but may be established as a separate unit within the Management Staff as necessary. The Rumor Control Coordinator must work closely with the Public Information function and with the Planning/Intelligence Section.

### **Responsibilities:**

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Ensure that all rumors are responded to in a timely manner and with factual information.
4. Supervise the Rumor Control Unit.

### **Activation Phase:**

- ⌘ Follow generic Activation Phase Checklist.

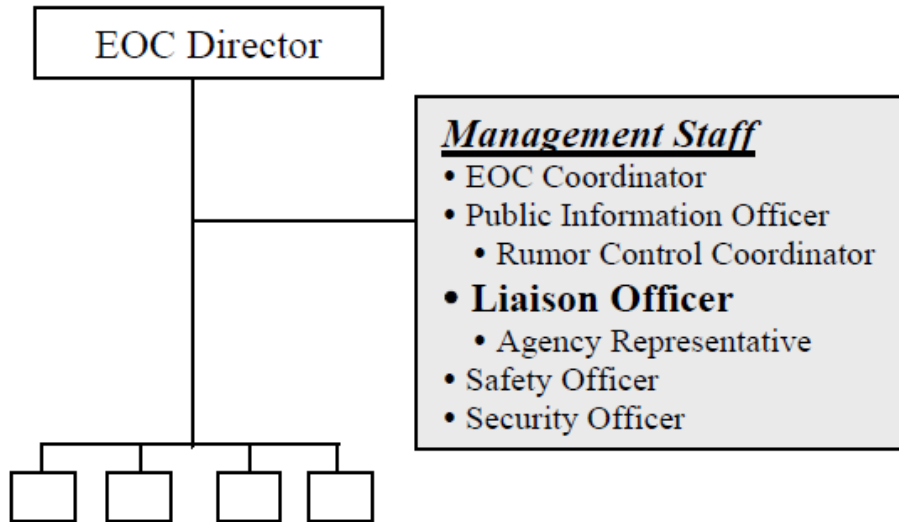
### **Operational Phase:**

- ⌘ Obtain "confirmed" disaster information.
- ⌘ Operate a telephone bank for receiving incoming inquiries from the general public.
- ⌘ Correct rumors by providing factual information based on confirmed data.
- ⌘ Establish a "Disaster Hotline" recorded message and provide updated message information periodically.

- ⌘ Refer inquiries from members of the media to the lead Public Information Officer or designated staff.

### Demobilization Phase:

- ⌘ Follow generic Demobilization Phase Checklist.



### Function Description:

The Operational Area Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC.

During major emergencies, and depending upon the SEMS level, it is not uncommon to find many agencies representatives reporting to the EOC. Local Governments, American Red Cross, Community Based Organizations, National Guard, other state/local agencies, federal agencies etc. all may send representatives. The Liaison

Officer will be the primary contact, and relieve the EOC Director from overseeing their activities.

### **Responsibilities:**

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling requests from other EOCs for EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensuring that demobilization is accomplished when directed by the EOC Director.

### **Activation Phase:**

- ⌘ Follow generic Activation Phase Checklist.
- ⌘ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

### **Operational Phase:**

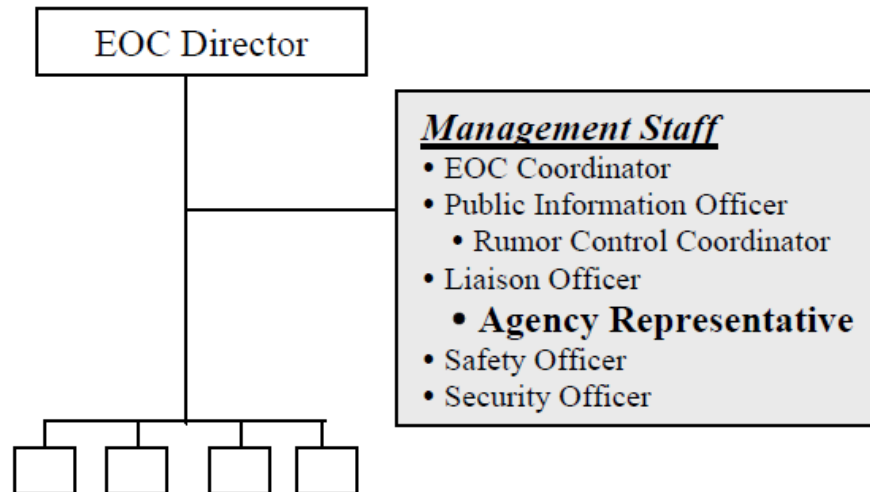
- ⌘ Contact Agency Representatives already on-site, ensuring that they:
  - ⌘ Have signed into the EOC,
  - ⌘ Understand their role in the EOC,
  - ⌘ Know their work locations,



- ⌘ Understand the EOC organization and floor plan.
- ⌘ Determine if additional representation is required from:
  - ⌘ Community based organizations,
  - ⌘ Private organizations,
  - ⌘ Utilities not already represented,
  - ⌘ Other agencies.
- ⌘ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Inter-agency Coordination Group comprised of outside agency representatives, and county and city executives not assigned to specific sections within the EOC.
- ⌘ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Inter-agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- ⌘ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- ⌘ With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- ⌘ Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC (Section or Inter-agency Coordination Group). Roster should be distributed internally on a regular basis.

### **Demobilization Phase:**

- ⌘ Follow generic Demobilization Phase Checklist
- ⌘ Release agency representatives that are no longer required in the EOC when authorized by the EOC Director.



**Function Description:**

Agency Representatives are individuals assigned to the EOC by other agencies/jurisdictions. The Agency Representatives serves three principal functions. 1) He/she will bring to the EOC information from the agency they represent, 2) they will normally have some level of authorization to speak or act for their agency, and 3) they will provide their agency with information obtained at the EOC.

**Responsibilities:**

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

**Activation Phase:**

- ⌘ Follow generic Activation Phase Checklist.

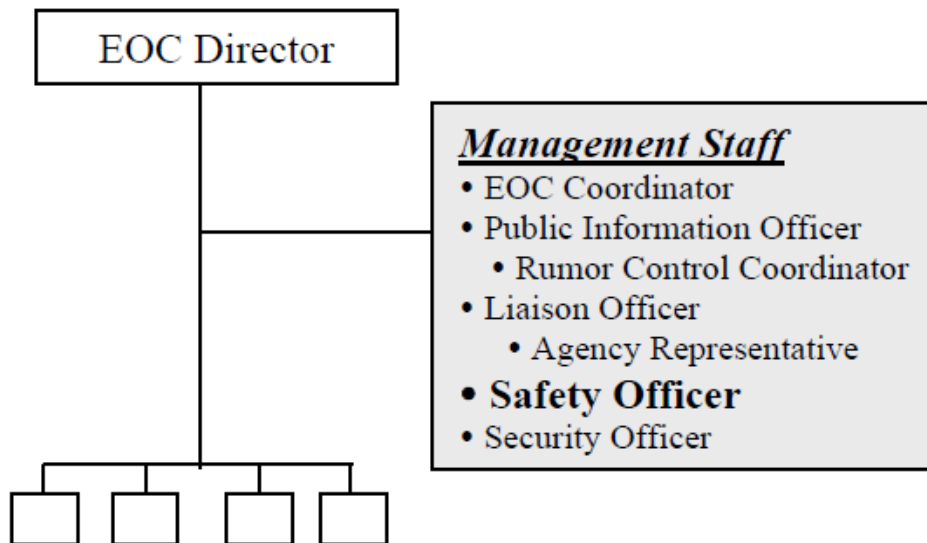
- ⌘ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- ⌘ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- ⌘ Unpack any materials you may have brought with you and set up your assigned station, requesting necessary materials and equipment through the Liaison Officer and/or Logistics.
- ⌘ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- ⌘ Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

### ***Operational Phase:***

- ⌘ Facilitate requests for support or information that your agency can provide.
- ⌘ Keep current on the general status of resources and activity associated with your agency.
- ⌘ Provide appropriate situation information to the Planning/Intelligence Section.
- ⌘ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- ⌘ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- ⌘ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- ⌘ Maintain logs and files associated with your position.

### **Demobilization Phase:**

- ⌘ Follow generic Demobilization Phase Checklist.
- ⌘ When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ⌘ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- ⌘ Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.



### **Function Description:**

When activated, the Safety Officer position at the EOC is to ensure that a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working in EOC positions are not overstressed or working for extended periods that may jeopardize their health.

## Responsibilities:

1. Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

## Activation Phase:

- ⌘ Follow generic Activation Phase Checklist.

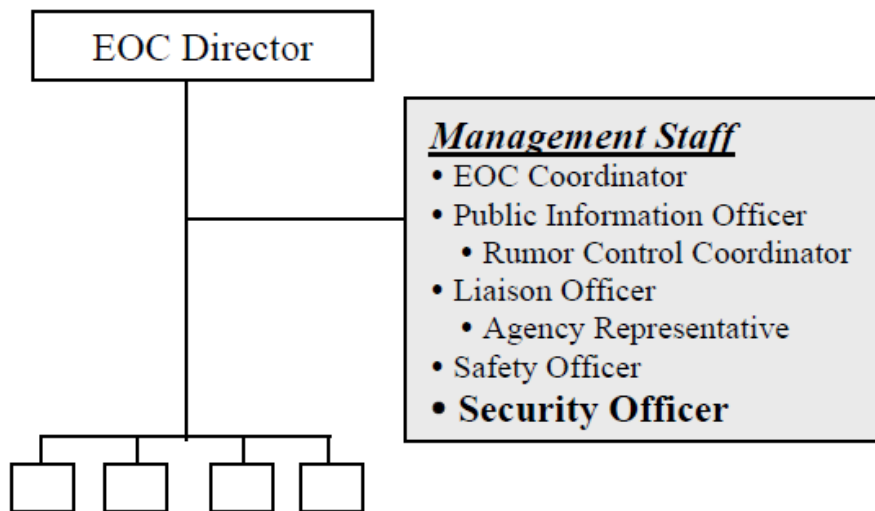
## Operational Phase:

- ⌘ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.)
- ⌘ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- ⌘ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- ⌘ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- ⌘ If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ⌘ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.

- ⌘ Keep the EOC Director advised of unsafe conditions; take action when necessary.
- ⌘ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

### Demobilization Phase:

- ⌘ Follow generic Demobilization Phase Checklist.



### Function Description:

When activated, the Security Officer position provides access control for the EOC facility. The EOC Director will establish policy and procedures for access. The Security Officer will normally oversee personnel check-in and checkout rosters.

### Responsibilities:

1. Provide 24-hour security for the EOC.
2. Control personnel access to the EOC in accordance with policies established by the EOC Director.

3. Handle any situation arising from inappropriate personnel actions within the EOC.

#### **Activation Phase:**

- ⌘ Follow the generic Activation Phase Checklist.

#### **Operational Phase:**

- ⌘ Determine the current EOC security requirements and arrange for staffing as needed.
- ⌘ Determine needs for special access to EOC facilities.
- ⌘ Provide executive and V.I.P. security as appropriate and required.
- ⌘ Provide recommendations as appropriate to EOC Director.
- ⌘ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

#### **Demobilization Phase:**

- ⌘ Follow the generic Demobilization Phase Checklist.