

TOWN OF TRUCKEE

OFFICE OF EMERGENCY
SERVICES

Emergency Operations Plan

Town of Truckee, CA | February 2024 | Part 2: EOC Management

The EOC Management guide will assist the EOC with inter-agency coordination and executive decision-making in support of incident response and recovery operations.



TOWN OF
TRUCKEE

PAGE IS INTENTIONALLY BLANK

EMERGENCY OPERATIONS PLAN

PART 2: EOC MANAGEMENT

February 2024

PREPARED FOR



Town of Truckee
Office of Emergency Services
10183 Truckee Airport Rd
Truckee, CA 96161
www.townoftruckee.gov/ready

PREPARED BY



HOWELL CONSULTING

AN EMERGENCY MANAGEMENT FIRM

Project Manager/Lead Facilitator:
Brenna Howell

Contact: brenna@brennahowell.com

PAGE IS INTENTIONALLY BLANK

Table of Contents

Table of Contents	4
1 EOC Activation	8
1.1 EOC Purpose	8
1.2 EOC Facilities.....	8
1.2.1 Main EOC facility	8
1.2.2 Alternate EOC facility	10
1.2.3 Initial Response	11
1.2.3 Levels of EOC Activation	12
1.3 EOC Notification/Personnel Recall	14
2 EOC Operations.....	16
2.1 Summary of EOC Operations	16
2.2 Emergency Operation Center Protocols	16
2.3 Management Organization	17
2.4 Resource Management.....	18
2.5 EOC Information Management	18
2.6 EOC Action Planning.....	20
2.7 EOC Coordination	20
2.7.1 Field Responders.....	21
2.7.2 Operational Area	21
2.7.3 Private and Volunteer Agencies	21
2.7.4 Special Districts	22
2.7.5 Region Emergency Operations Center	22
2.7.6 State & Federal Field Response	22
3 EOC Position JobAids	23
3.1 Management Section.....	26
JobAid: EOC Director.....	28
JobAid: EOC Coordinator	36
JobAid: Legal Officer	42
JobAid: Liaison Officer	46
JobAid: Public Information Officer	53
JobAid: Safety Officer.....	59

3.2 Operations Section.....	63
JobAid: Operations Chief/Coordinator	64
JobAid: Fire Branch	72
JobAid: Law Branch	78
JobAid: Care & Shelter Branch	84
JobAid: Construction & Engineering Branch.....	90
JobAid: Damage & Safety Assessment Unit	96
JobAid: Debris Management Unit	102
JobAid: Public Works Unit	106
JobAid: Utilities Unit.....	110
3.3 Planning & Intelligence Section	114
JobAid: Planning & Intelligence Chief/Coordinator	115
JobAid: Action Planning Unit	123
JobAid: Situation Analysis Unit.....	127
JobAid: Documentation Unit	133
JobAid: Advance Planning Unit.....	139
JobAid: Resource Status/Tracking Unit	145
JobAid: Demobilization Unit	149
JobAid: Technical Specialist Unit	153
JobAid: Access and Functional Needs (AFN) Specialist.....	157
JobAid: Geographic Information Systems (GIS) Specialist	162
JobAid: Social Media Specialist.....	168
3.4 Logistics Section.....	172
JobAid: Logistics Chief/Coordinator	174
JobAid: Communications & IT Unit	180
JobAid: Transportation Unit	185
JobAid: Personnel Unit	189
JobAid: EMMA Coordinator	196
JobAid: Supply & Procurement Unit	200
JobAid: Facilities Unit.....	206
JobAid: Food Unit	212
JobAid: Donations Management Unit	217
JobAid: Volunteer Coordination Unit	221

3.5 Finance/Administration Section.....	225
JobAid: Finance & Administration Chief/Coordinator	226
JobAid: Time Keeping Unit	233
JobAid: Compensation & Claims Unit.....	237
JobAid: Purchasing Unit.....	242
JobAid: Recovery Unit	249
4 EOC Forms & Tools	255
4.1 EOC Action Planning.....	255
4.1.1 Common Operating Picture Guidance	255
4.1.2 Planning P.....	257
4.1.3 Planning P Meeting Agendas	258
4.1.4 EOC Action Plan	266
4.1.5 EOC Forms.....	280
4.1.6 EOC Reports.....	282
4.1.7 EOC Plans	284
4.1.8 EOC Guides.....	284
5 Appendix A - Resources.....	286
6 Appendix B - Contact List	288

PAGE IS INTENTIONALLY BLANK

1 EOC Activation

1.1 EOC Purpose

The Town EOC is a central location from which the Town can provide inter-agency coordination and executive decision-making support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. The EOC does not command or control on-scene response efforts, but does carry out the coordination functions through:

1. Collecting, evaluating and disseminating incident information.
2. Analyzing jurisdictional impacts and setting priority actions; and
3. Managing requests, procurement, and utilization of resources.

The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities. Information is disseminated through the EOC Director and tactical decisions are coordinated from field response personnel. The EOC serves as a coordinated link between Elected Officials of each jurisdiction and the field personnel coordinating the execution of event priorities.

1.2 EOC Facilities

1.2.1 Main EOC facility

Table 1: EOC Information provides location and logistics data useful for activating the EOC. **Figure 1: EOC Area Map** shows the EOC location and the surrounding area.

Address	10183 Truckee Airport Rd (Town Hall)
Phone Number	(530) 550-2335
Parking	Town Hall Parking Lot
Directions	Town Hall is located at the corner of Truckee Airport Rd and Soaring Wy. Best access is from I-80 to SR-267 to Soaring Wy. The EOC is located on the 2 nd floor on the north side of the building.

Table 1: EOC Information

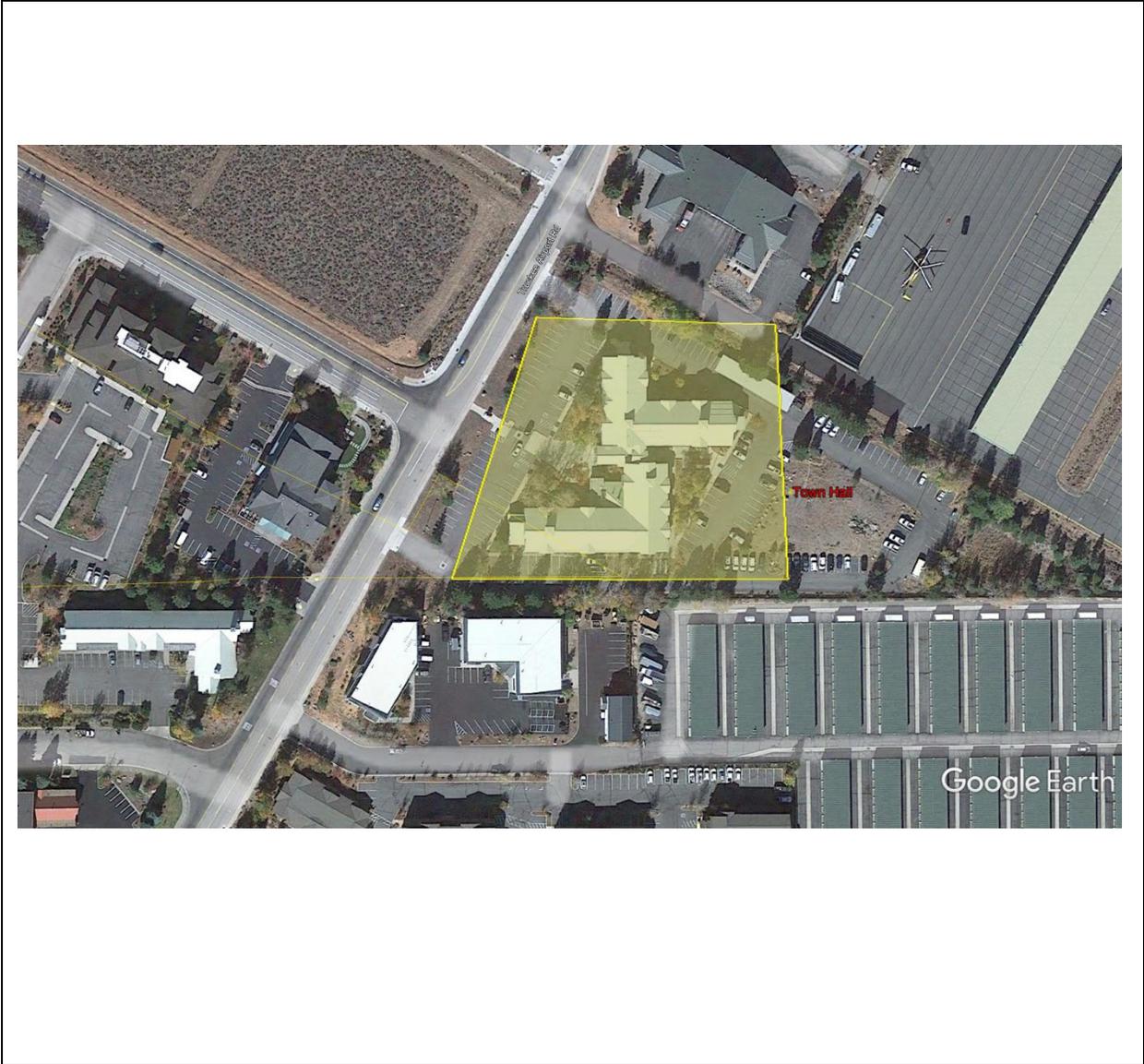


Figure 1: EOC Area Map

1.2.2 Alternate EOC facility

Table 2: Alternate EOC Information provides location and logistics data useful for activating the EOC. **Figure 2: Alternate EOC Area Map** shows the EOC location and the surrounding area.

Address	10969 Stevens Ln (Corp Yard)
Phone Number	(530) 550-2335
Parking	Parking will be designated on site
Directions	From Truckee Wy, take Stockrest Springs and then turn on Stevens Ln (past the USFS building).

Table 2: Alternate EOC Information



Figure 2: Alternate EOC Area Map

1.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate Town departments, member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the

effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by Town emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the Town Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

Field Reports. A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the Town.

1.2.3 Levels of EOC Activation

The Town EOC may be activated as needed to support Town emergency operations. The EOC may be activated by one of the following:

- Town Manager
- Police Chief
- Emergency Services Manager
- Designated Alternate
- Upon the request of the Field Incident Commander

The Town has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when it is needed.

Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. **Table 3: EOC Activation Criteria**, contains the activation criteria for the Town EOC.

Activation Level	Detail	Event or Situation	Minimum Staffing
<p>Three low</p>	<p>Level Three is a minimum activation. This level may be used for situations which initially only require a few people</p>	<ul style="list-style-type: none"> • Events with potential impacts on the health & safety of the public and/or environment • Expected extreme weather including Particular Dangerous Scenarios (PDS) Red Flag Warnings, or Blizzard Warnings) • Incident involving 2 or more Town departments • Medium Risk Special Event • PSOM / PSPS or large-scale unplanned power outage • Hazardous materials requiring evacuations within Town limits 	<ol style="list-style-type: none"> 1. EOC Director 2. Other Designees (Such as Section Coordinators or Public Information Officer)
<p>Two medium</p>	<p>Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing</p>	<ul style="list-style-type: none"> • Two or more large incidents involving 2 or more Town departments and 1 or more Special Districts • High Risk Special Event • Hazardous Material Incident within Town limits involving large scale or possible large-scale evacuations or environmental threats • Any event or situation increasing in complexity from Level 3 requiring additional resources • Any event or situation decreasing in complexity or resource needs from Level 1 	<ol style="list-style-type: none"> 1. EOC Director 2. Section Coordinators as appropriate 3. Branches & Units as appropriate 4. Request Agency Representatives from Special Districts as appropriate 5. Public Information Officer
<p>One high</p>	<p>Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute County or State help.</p>	<ul style="list-style-type: none"> • Major County/Town or Regional emergency involving multiple Town departments or Special Districts with heavy resource involvement 	<ol style="list-style-type: none"> 1. All EOC as appropriate

Table 3: EOC Activation Criteria

1.3 EOC Notification/Personnel Recall

If EOC activation is required, the Town Emergency Services Manager or their designee will notify those personnel based on the staffing needs. Once the staffing needs are determined, directions and notifications will be sent out. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated.

The Town's EOC staff are those personnel who are part of each SEMS function in the Emergency Operations Center, as well as other technical support employees of the Town. All of those staff are selected and trained by the Emergency Services Manager. The EOC team is activated when an emergency or disaster affects the Town and poses a major threat to life, property, and/or the environment.

The Town's Emergency Service Coordinator maintains the list of EOC personnel. When there is a need to activate the EOC, personnel are recalled by those noted below and will only be implemented when directed by one of the following Town employees:

- Town Manager
- Police Chief
- Emergency Services Manager
- Designated Alternate
- Upon the request of the Field Incident Commander and approval of the Town Manager or Police Chief

Notification Implementation: Once EOC activation is requested and properly authorized, notifications and alerts begin with the Emergency Services Manager (or their designee) who will notify the Town Manager and Chief of Police. If the Town Manager cannot be reached, other designees will be contacted until someone is reached to assume the EOC Director position.

The On-Duty Watch Commander will provide the EOC Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the On-Duty Watch Commander, the EOC Director will determine what level of staffing will be implemented, including what sections of the Town's EOC will be activated and requested to respond.

Additionally, the Town Manager, when appropriate, will personally contact and inform the Town Council of the situation. The Emergency Services Manager may notify the Operational Area (Nevada County OES) of the EOC activation.

Recall Personnel: When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations go bag, and report to the designated Town Emergency Operations Center. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

The Emergency Services Manager, in cooperation with each department head, will assign two (2) people for each key position in the EOC Command and General Staffs. It is also the Emergency Services Manager's responsibility to ensure that all designated personnel have knowledge and training in their EOC assigned job functions.

2 EOC Operations

2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, the Town falls under Local Government, one of the five SEMS levels.

As Local Government, the Town is an intermediate level of the state's emergency services organization that encompasses the Town and all political subdivisions. The Town manages and coordinates information, resources and priorities within its boundaries, and serves as the coordination and communication link between the Field Level and the Operational Area.

The Town as the Local Government level of SEMS is responsible to do the following:

- Establish coordination and communications with Incident Commanders either;
 - Through department operations centers to the EOC, when activated or,
 - Directly to the EOC, when activated
- Use existing mutual aid systems for coordinating fire and law enforcement resources. Note that the Town's role as the local government does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems
- Establish coordination and communications between the local government EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the local government's boundaries.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

2.2 Emergency Operation Center Protocols

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Town EOC:

- Managing and coordinating emergency operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County/Operational Area, State and Federal agencies or if activated Emergency Operation Centers
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations

- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency
- Maintaining contact and coordination with support DOCs and the Operational Area EOC
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary

Departments with critical response functions may also activate their Department Operation Centers (DOC) that act as conduits of information between field operations and the EOC.

2.3 Management Organization

The SEMS regulation requires local governments to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions, as seen in **Table 4: SEMS Functions** are the basis for structuring the Town EOC organization.

Primary SEMS Function	Role of Local Government Level
Management	Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.
Planning/Intelligence	Responsible for collecting, evaluating, and disseminating information; developing the local government action plan in coordination with other functions; and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance/Administration	Responsible for financial activities and other administrative aspects, including documenting all costs and expenditures associated with a declared disaster.

Table 4: SEMS Functions

The organizational structure for the Town EOC provides for:

- Representatives from the Operational Area

- Mutual Aid Coordinators or their representatives from discipline-specific mutual aid systems
- Coordinators for other major functions needed for mutual aid and inter-jurisdictional coordination
- Representatives from other agencies, community-based organizations, private sector, and volunteer service programs to function as liaison between their organizations and the Town EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency

2.4 Resource Management

Resource requests from the field and Town departments and requests to the operational area level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate branches in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with other EOC functions.

Resource requests from field and Town departments will be coordinated within the Town EOC to determine if the resource is available within Town supplies. Available resources will be allocated as they are available.

If requests for a specific resource exceed the supply, the available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The EOC Management Staff is responsible for ensuring that priorities are followed.

Resources not available within the Town will be requested through the Operational Area (Nevada County OES) level. Resource requests should be coordinated internally at the Town/local government level before being placed to the Operational Area level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.

2.5 EOC Information Management

Within the Town EOC, the EOC Forms will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch and Unit will use these forms to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. This system provides an audit trail of all

pertinent information necessary to document the actions taken by the Town during the response to a disaster, rather than every word uttered between the various EOC Staff.

EOC Forms will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs. Town EOC Forms and other pertinent documents and templates are located in the Form and Tools section of this plan.

Acting as the Local Government, the Town coordinates emergency activities within its boundaries, augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the field and the Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Transmission of information to the Operational Area Emergency Operations Center will be accomplished electronically via the Town's EOC Forms.

Critical information from the Town to the Operational Area EOC will be submitted via email on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

Preliminary Report. The Preliminary Report form will be used by the Town to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

Situation Summary. The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

Status Report. The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.

Flash Report. The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resource requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from Local Coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the operations and logistics functions at each level.

Resource requests from jurisdictions within the Town will be coordinated to determine if the resource is available from other departments or other sources within the Town. Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will

communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests to the Operational Area are usually submitted through hard copy Town EOC forms via email. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the Operational Area EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Inland Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

2.6 EOC Action Planning

The use of action plans in the Town EOC ensures a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

The action planning process should involve the EOC Director and Section Chiefs along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.

2.7 EOC Coordination

Inter-agency coordination inside and outside the EOC is important for:

- Establishing overall priorities
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications

Inter-agency coordination is an integral part of the functioning of a Town EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the Town's emergency response. Agency representatives from local governments including special districts, community-based organizations active in disaster (COAD) and private organizations, may also participate with EOC functional elements in coordinating the Town response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

2.7.1 Field Responders

Town EOC communications and coordination must be established with Town field responders who are responding to the emergency. The Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the Town EOC via cell or radio communications.

2.7.2 Operational Area

During EOC activation, direct communications and coordination may be established with the Operational Area and any Operational Area member jurisdictions, specifically is emergency incident falls between the Town limits and a neighbor jurisdiction. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the Operational Area EOC and neighboring Town EOCs will occur along functional lines.

Whenever feasible, an agency representative from the Town should report to the Operational Area EOC, when the Town EOC has been activated. The Town representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

2.7.3 Private and Volunteer Agencies

Coordination of response activities with many non-governmental agencies may occur, primarily at the field level. However, the Town EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or Town-wide response roles. The agencies that play key roles in the response should have representatives at the Town EOC.

Coordination with volunteer and private agencies that do not have representatives in the EOC may be accomplished through telecommunications.

2.7.4 Special Districts

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. Ideally, the special district involved in the emergency response will have a representative at the Town EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

2.7.5 Cal-OES Inland Region Staff

Direct coordination and communications with the Cal-OES Inland Region staff is essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Region Staff

- Primary Method – Cal-OES sends a field representative to the Operational Area
- Alternate Method - The Operational Area and Cal-OES staff coordinate through various telecommunications systems

Coordination and communications between the County EOC and the Region staff will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Inland Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

2.7.6 State & Federal Field Response

There are some instances where a state or federal agency will be part of a field response in the county. State agency field response may result of a flood fight effort, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with the Town EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.

3 EOC Position JobAids

The following pages contain functional descriptions and jobaids for each position in the Town EOC. **Figure 4: EOC Organization Chart** below, provides an overview of the Town's EOC organization.

PAGE IS INTENTIONALLY BLANK

PAGE IS INTENTIONALLY BLANK

3.1 Management Section

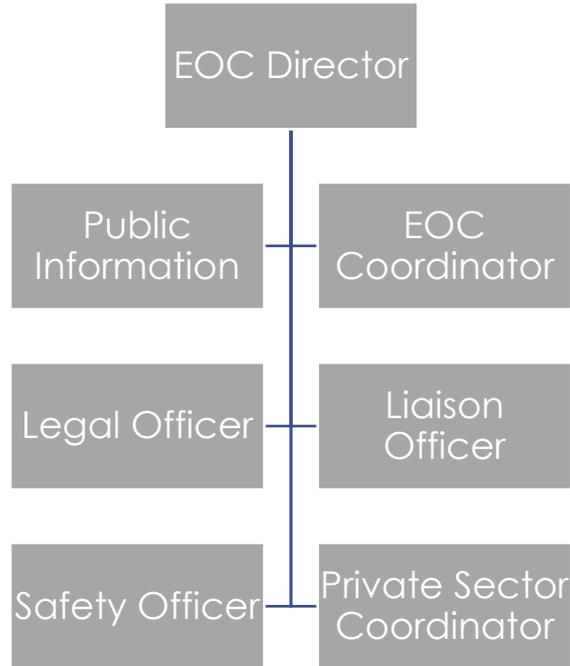


Figure 5: EOC Management Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Management Section of the Town EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Management Section is responsible for overall emergency policy and coordination.

Section Responsibilities Include:

- Overall management and coordination of emergency response and recovery operations
- Oversee and manage all Sections in the EOC.
- Coordinate and liaison with appropriate federal, state, local government, private and volunteer entities
- Establish priorities and resolve demand conflicts
- Prepare and disseminate emergency public information, other essential information and data about impacts and damage

Figure 5: EOC Management Section, above, shows all of the positions that are part of the EOC Management Section.

PAGE IS INTENTIONALLY BLANK

JobAid: EOC Director

POSITION OVERVIEW	<ul style="list-style-type: none"> • Overall responsibility and authority for the operation of the EOC. • Will assure EOC is staffed and operated at a level commensurate with the emergency. 		
REPORT TO	TOWN COUNCIL or DESIGNEE		
TO ME	<table border="0"> <tr> <td style="vertical-align: top;"> <p>GENERAL STAFF</p> <ul style="list-style-type: none"> • Operations Section Chief/Coordinator • Planning/Intelligence Chief Section Coordinator • Logistics Section Chief/Coordinator • Finance/Administration Section Chief/ Coordinator </td> <td style="vertical-align: top;"> <p>MANAGEMENT STAFF</p> <ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Safety Officer • Legal Officer • Private Sector Coordinator </td> </tr> </table>	<p>GENERAL STAFF</p> <ul style="list-style-type: none"> • Operations Section Chief/Coordinator • Planning/Intelligence Chief Section Coordinator • Logistics Section Chief/Coordinator • Finance/Administration Section Chief/ Coordinator 	<p>MANAGEMENT STAFF</p> <ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Safety Officer • Legal Officer • Private Sector Coordinator
<p>GENERAL STAFF</p> <ul style="list-style-type: none"> • Operations Section Chief/Coordinator • Planning/Intelligence Chief Section Coordinator • Logistics Section Chief/Coordinator • Finance/Administration Section Chief/ Coordinator 	<p>MANAGEMENT STAFF</p> <ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Safety Officer • Legal Officer • Private Sector Coordinator 		
PLANS & REPORTS	 <p>EOC ACTION PLAN REVIEW + APPROVAL ADVANCE PLAN(S) REVIEW + APPROVAL DEMOBILIZATION PLAN REVIEW + APPROVAL PRESS RELEASES REVIEW + APPROVAL REPORTS REVIEW + APPROVAL</p>		
FORMS & GUIDES	 <table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • POSITION JOBAID • ALL ICS FORMS (IF USING) • EOC-225 FOR PD CREDENTIALING • PROCLAMATION RESOLUTION </td> <td style="vertical-align: top;"> <p>GUIDE</p> <ul style="list-style-type: none"> • PLANNING “P” • RECOVERY PLAN/PROJECT MANAGEMENT </td> </tr> </table>	<ul style="list-style-type: none"> • POSITION JOBAID • ALL ICS FORMS (IF USING) • EOC-225 FOR PD CREDENTIALING • PROCLAMATION RESOLUTION 	<p>GUIDE</p> <ul style="list-style-type: none"> • PLANNING “P” • RECOVERY PLAN/PROJECT MANAGEMENT
<ul style="list-style-type: none"> • POSITION JOBAID • ALL ICS FORMS (IF USING) • EOC-225 FOR PD CREDENTIALING • PROCLAMATION RESOLUTION 	<p>GUIDE</p> <ul style="list-style-type: none"> • PLANNING “P” • RECOVERY PLAN/PROJECT MANAGEMENT 		
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 		
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 		
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  EOC-225 to CALOES credentialcoord@caloes.ca.gov</p>		

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Establish appropriate EOC staffing level Continuously monitor organizational effectiveness and make appropriate changes 	
		Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction.	
		<ul style="list-style-type: none"> Alongside General Staff, set jurisdictional priorities for response. Ensure all department/agency actions support established EOC priorities. 	
		Ensure that inter-agency coordination is accomplished effectively.	
ACTIVATION			
		Determine appropriate level of activation based on known situation	
		Mobilize/Recall appropriate personnel to the EOC for initial activation.	
		Respond immediately to EOC site and determine operational status.	
		<ul style="list-style-type: none"> Obtain briefing from available sources. Ensure that EOC is properly set up and ready for operations. Ensure that EOC check-in procedure is established + (FORM EOC-211, FORM EOC-205A) 	
		Ensure that EOC organization and staffing chart is posted and completed + (FORM EOC-207)	
		Determine needed EOC sections, assign Section Chief/Coordinators and ensure sections are adequately staffed. <ul style="list-style-type: none"> <input type="checkbox"/> Operations Section Chief/Coordinator <input type="checkbox"/> Logistics Section Chief/Coordinator <input type="checkbox"/> Planning/Intelligence Section Chief/Coordinator <input type="checkbox"/> Finance/Administration Section Chief/Coordinator 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine needed Management Staff positions and ensure they are filled as soon as possible. <ul style="list-style-type: none"> <input type="checkbox"/> EOC Coordinator <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Rumor Control Coordinator <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Agency Representative <input type="checkbox"/> Safety Officer 	
		Ensure telephone and/or radio communications with other EOCs/DOCs is established and functioning.	
		Schedule the initial EOC Action Planning Meeting  (FORM EOC-230)	
		Alongside General Staff, determine what representation is needed at the EOC from other emergency response agencies.	
		Assign a liaison officer to coordinate outside agency response to the EOC, and if needed, assist in establishing an Inter-Agency Coordination Group.	
RESPONSE			
		Monitor general staff activities to ensure appropriate actions are being taken.	
		Alongside Public Information Officer, conduct news conferences and review media releases for final approval. Follow established procedure for public information.  (FORM PRESS RELEASE)	
		Ensure Liaison Officer is providing and maintaining effective inter-agency coordination.	
		Based on status reports, establish initial strategic objectives for the EOC.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting. ⓘ (FORM EOC-202) ⓘ (GUIDE PLANNING “P” GUIDE)	
		<ul style="list-style-type: none"> • Convene Initial Action Planning meeting. • Ensure that all Section Chief/Coordinators, Management Staff, and key agency representatives are in attendance. • Ensure appropriate Action Planning procedures are followed. <ul style="list-style-type: none"> ⓘ (GUIDE PLANNING “P” GUIDE) • Ensure meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among EOC Coordinator, PIO, and Section Chiefs/Coordinators on objectives for forthcoming operational period. <ul style="list-style-type: none"> <input type="checkbox"/> Assess the situation, define problems, set priorities, and establish strategic and SMART objectives for the response/recovery period <input type="checkbox"/> Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts) <input type="checkbox"/> Review and identify the need for additional staffing and/or other resources 	
		When Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation. ⓘ (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213. EOC-215, EOC-215A, EOC-230 OR PLAN EOC ACTION PLAN)	
		Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.	
		Conduct periodic briefings for elected officials or their representatives. ⓘ (FORM EOC-209 OR REPORT SITUATION STATUS)	
		If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies. ⓘ (FORM PROCLAMATION RESOLUTION)	
SHIFT CHANGE/TRANSFER OF DUTIES			

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Provide turnover briefing to position replacement. 	
		<ul style="list-style-type: none"> • Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. <ul style="list-style-type: none"> ⊕ (FORM USE CURRENT POSITION JOBAID) ⊕ (FORM USE CURRENT EOC-214) 	
		Ensure next shift's staff are accounted for	
		Ensure the safety and well-being of staff being dismissed for the operational period	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out <ul style="list-style-type: none"> ⊕ (FORM EOC-211, FORM EOC-205A) 	
DEMOBILIZATION			
		Authorize demobilization of sections, branches and units when they are no longer required informally or via a plan. <ul style="list-style-type: none"> ⊕ (PLAN DEMOBILIZATION PLAN) 	
		Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate.	
		Ensure that open actions not completed will be handled after demobilization.	
		Ensure that all required forms or reports are completed prior to demobilization.	
		Prepare to provide input to the after-action report.	
		Proclaim termination of the emergency response and proceed with recovery operations.	
TERMINATION			

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Alongside Public Information Officer, make emergency termination notifications to Town Council, Response Partners, Community and OP Area.	
		Provides a final emergency briefing of the event to EOC personnel to include: <ul style="list-style-type: none"> <input type="checkbox"/> Date/time of termination. <input type="checkbox"/> Requests all documentation developed during the event response. <input type="checkbox"/> Instructions for support of recovery operations or assembly of the final report. <input type="checkbox"/> Time and date of formal debrief to identify issues, lessons learned, and corrective actions. <input type="checkbox"/> Instructions for resumption of normal operations. 	
		Determine if a formal Recovery Plan is required based on a review of the technical criteria by: <ul style="list-style-type: none"> <input type="checkbox"/> Length and resources required for investigating and fact-finding activities. <input type="checkbox"/> Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations. <input type="checkbox"/> Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information. 	
		<ul style="list-style-type: none"> • Supervise the transition of the EOC from response to recovery operations, as necessary. • Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan. <p style="text-align: center;"> (GUIDE RECOVERY PLAN/PROJECT MANAGEMENT)</p>	
		<ul style="list-style-type: none"> • Proclaim EOC Deactivate. • Approve deactivation of other emergency facilities that were opened because of the emergency. 	
		Assists with recovery objectives, as requested for Recovery Plan. <p style="text-align: center;"> (GUIDE RECOVERY PLAN/PROJECT MANAGEMENT)</p>	
		Turn over command to Recovery Manager.	
		Schedule Incident Debriefing.	

TIME	STATUS C=Complete I=In-Progress P=Pending
<ul style="list-style-type: none"> Assists with the development of a Final AAR. Approved final AAR <p style="text-align: center;">(REPORT LOCAL GOVERNMENT AFTER ACTION REPORT)</p>	
Turns in completed job aids, forms, and notes to Documentation Unit.	

SHIFT/STAFF CHANGE

TASKS (PENDING)	
------------------------	--

NOTES	
--------------	--

Name:

**Forwarding
Phone #:**

Date:

Time:

am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: EOC Coordinator

<p>POSITION OVERVIEW</p>	<ul style="list-style-type: none"> • The EOC Coordinator assists and serves as an advisor to the Emergency Director and General Staff as needed • Oversees the overall functioning of the emergency operations center
<p>REPORT</p>	<p>TO EOC DIRECTOR</p>
<p>PLANS & REPORTS</p>	 <ul style="list-style-type: none"> • ALL PLANS • ALL REPORTS
<p>FORMS & GUIDES</p>	 <p>FORMS</p> <ul style="list-style-type: none"> • ALL • POSITION JOBAID • EOC-225 FOR PD CREDENTIALING <p>GUIDES</p> <ul style="list-style-type: none"> • ALL
<p>TECHNOLOGY</p>	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
<p>PROFESSIONAL CREDENTIAL</p>	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Facilitate the overall functioning of the EOC.	
	<ul style="list-style-type: none"> Assist and serve as an advisor to the EOC Director and General Staff as needed. Provide information and guidance related to the internal functions of the EOC. Ensure compliance with operational area emergency plans and procedures. 	
	Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.	
ACTIVATION		
	Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over jobaid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
	Assist the EOC Director in determining appropriate staffing for the EOC.  (FORM EOC-207)	
	Provide assistance and information regarding section staffing to all general staff.	
RESPONSE		
	Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan.  (FORM EOC-202)  (GUIDE PLANNING "P" GUIDE)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements. • (FORM PROCLAMATION RESOLUTION) • (GUIDE LEGAL AUTHORITIES)	
		Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan. • (PLAN EOC ACTION PLAN) • (GUIDE PLANNING "P" GUIDE)	
		Provide overall procedural guidance to General Staff as required.	
		Provide general advice and guidance to the EOC Director as required.	
		Ensure that all appropriate notifications are made to same and one level higher EOCs.	
		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 public. • (REPORT EOC-209) or (REPORT SITUATION STATUS) • (FORM PRESS RELEASE)	
		Assist the Liaison Officer with coordination of all EOC visits.	
		Aid with shift change activity as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.	

(FORM EOC-211, FORM EOC-205A)			
TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)	
------------------------	--

NOTES	
--------------	--

Name:

**Forwarding
Phone #:**

Date:

Time:

_____ am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: Legal Officer

POSITION OVERVIEW	<ul style="list-style-type: none"> • Provides legal counsel to the Emergency Services Director / EOC Director and all Town / Agency Staff in legal matters pertaining to emergency response and recovery. • Assists in the preparation of proclamations, ordinances, and other legal documents; and maintains the Town's / Agency's legal records and reports.
REPORT TO	EOC DIRECTOR
PLANS & REPORTS	 SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.
FORMS & GUIDE	 <p>FORM</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • PROCLAMATION RESOLUTION <p>GUIDE</p> <ul style="list-style-type: none"> • LEGAL AUTHORITIES
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <ul style="list-style-type: none"> • (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		<p>Advises the Multi-Agency Coordination/Policy Group and/or EOC Director, and the Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies (Reference the California Emergency Services Act, Stafford Act, etc., as necessary).</p>
		<p>Establishes areas of legal responsibility and/or potential liabilities.</p>
		<p>As needed, prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.</p>
		<p>Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.</p>
ACTIVATION		
		<p>Check in at the EOC  (FORM EOC-211, FORM EOC-205A)</p>
		<p>Assist with EOC Set-up (If not already fully set-up)</p>
		<p>Check workstation to ensure readiness</p>
		<p>Wear identification vest and read over job aid.</p>
		<p>Receive situation, section and position briefing from available/appropriate personnel.</p>
		<p>Ensure readiness to maintain concise records of position activities  (FORM EOC-214)</p>
		<p>Obtain assistance for position through the Personnel Unit in Logistics, as required.</p>
RESPONSE		
		<p>Assist as necessary with Emergency Proclamation Resolution Process and Forms.  (FORM PROCLAMATION RESOLUTION)</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide technical knowledge of jurisdictional authorities. 🗺️ (GUIDE LEGAL AUTHORITIES)	
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
		Prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 🗺️ (FORM USE CURRENT POSITION JOBAID) 🗺️ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 🗺️ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Release agency representatives that are no longer required in the EOC when authorized by the EOC Director. • Ensure that you collect any documentation from them that would be relevant for after-action report. 	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #:

Date: _____

Time: _____ am / pm

JobAid: Liaison Officer

<p>POSITION OVERVIEW</p>	<ul style="list-style-type: none"> • Responsible for serving as the point of contact to all internal and external individuals, organizations, agencies and customers • Oversee all special events, dignitary visits and field liaison positions
<p>REPORT TO</p>	<p>EOC DIRECTOR</p>
<p>PLANS & REPORTS</p>	 <p>SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT</p>
<p>FORMS</p>	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
<p>TECHNOLOGY</p>	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
<p>PROFESSIONAL CREDENTIAL</p>	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	<ul style="list-style-type: none"> Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC. Handle requests from other EOCs for EOC agency representatives. 	
	Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.	
	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.	
	In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.	
	Ensuring that demobilization is accomplished when directed by the EOC Director.	
ACTIVATION		
	Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available/appropriate personnel.	
	Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
	Obtain assistance for position through the Personnel Unit in Logistics, as required.	
RESPONSE		

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Contact Agency Representatives already on-site, ensuring that they: <ul style="list-style-type: none"> <input type="checkbox"/> Have signed into the EOC <input type="checkbox"/> Understand their role in the EOC <input type="checkbox"/> Know their work locations <input type="checkbox"/> Understand the EOC organization and floor plan. 	
		Determine if additional representation is required from: <ul style="list-style-type: none"> <input type="checkbox"/> Community based organizations <input type="checkbox"/> Private organizations <input type="checkbox"/> Utilities not already represented <input type="checkbox"/> Other agencies 	
		Alongside EOC Director and EOC Coordinator, establish and maintain Interagency Coordination Group made up of outside agency representatives and executives not assigned to specific sections within the EOC.	
		<ul style="list-style-type: none"> • Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Inter-Agency Coordination Group. • Assist with distribution of the current EOC Action Plan and Situation Report. • (PLAN EOC ACTION PLAN) • (FORM EOC-209) or (REPORT SITUATION STATUS) 	
		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.	
		<ul style="list-style-type: none"> • Maintain active roster of agency representatives located at the EOC • Roster should be distributed internally on a regular basis. <ul style="list-style-type: none"> ○ (FORM EOC-211 JUST FOR AGENCY REPRESENTATIVES) ○ (FORM EOC-205A JUST FOR AGENCY REPRESENTATIVES) 	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Release agency representatives that are no longer required in the EOC when authorized by the EOC Director. • Ensure that you collect any documentation from them that would be relevant for after-action report. 	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Provide Public Information officer with agency roster for final termination notification • (FORM EOC-211 JUST FOR AGENCY REPRESENTATIVES)	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____ **Forwarding**
Phone #: _____

Date: _____ **Time:** _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Public Information Officer

POSITION OVERVIEW	Responsible for providing news and information on the emergency/disaster to the media, the public, all departments and required agencies.
REPORT TO	EOC DIRECTOR
PLANS & REPORTS	 PRESS RELEASES DEVELOPS
FORMS & GUIDES	 <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • MEDIA CALL • PUBLIC CALL • DISASTER ASSISTANCE DIRECTORY • PRESS RELEASE • MEDIA BRIEFING SCHEDULE • EOC-225 FOR PD CREDENTIALING <p>GUIDE</p> <ul style="list-style-type: none"> • MEDIA CENTER/JOINT INFORMATION CENTER • EMERGENCY ALERT SYSTEM NOTIFICATION
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		Serve as the central coordination point for the agency or jurisdiction for all media releases.
		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.
		Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
		Develop the format for press conferences, in conjunction with the EOC Director.
		Maintaining a positive relationship with the media representatives.
		Supervising the Public Information Branch.
ACTIVATION		
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)
		Assist with EOC Set-up (If not already fully set-up)
		Check workstation to ensure readiness
		Wear identification vest and read over jobaid.
		Receive situation, section and position briefing from available and appropriate personnel.
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)
		Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics, as required.
RESPONSE		
		Obtain policy guidance from the EOC Director regarding press releases.

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> 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.  (FORM MEDIA BRIEFING SCHEDULE)	
		Implement and maintain an overall information release program.	
		Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones, and electrical power.  (GUIDE MEDIA CENTER/JOINT INFORMATION CENTER)	
		<ul style="list-style-type: none"> Maintain up-to-date status boards and other references at the Media or Joint 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.  (GUIDE EMERGENCY ALERT SYSTEM NOTIFICATIONS)	
		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.	
		<ul style="list-style-type: none"> At the request of the EOC Director, prepare media briefings and press releases for members of the agencies or jurisdiction policy groups. Provide other assistance as necessary to facilitate their participation in media briefings and press conferences.  (FORM PRESS RELEASE)	
		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.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide appropriate staffing and telephones to efficiently handle incoming media and public calls. • (FORM MEDIA CALL) • (FORM PUBLIC CALL)	
		Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc. • (FORM DISASTER ASSISTANCE DIRECTORY)	
		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 press releases and rumor control. • (FORM PRESS RELEASE)	
		Ensure that file copies are maintained of all information released.	
		Provide copies of all press releases to the EOC Director for approval. • (FORM USE CURRENT PRESS RELEASES)	
		Prepare final press releases and advise media representatives of points-of-contact for follow-up stories.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Alongside EOC Director and Liaison Officer, make emergency termination notifications to Town Council, Response Partners, Community and OP Area.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Forwarding

Phone #: _____

Date: _____

Time: _____ am / pm

JobAid: Safety Officer

<p>POSITION OVERVIEW</p>	<ul style="list-style-type: none"> Responsible for identifying and mitigating safety hazards and situations of potential Town / Agency liability during EOC operations. Ensuring that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)
<p>REPORT TO</p>	<p>EOC DIRECTOR</p>
<p>PLANS & REPORTS</p>	 <p>EOC ACTION PLAN PROVIDES INPUT ADVANCE PLANS + REPORTS (DEMO, RECOVERY ETC.) PROVIDES INPUT</p>
<p>FORMS</p>	 <ul style="list-style-type: none"> POSITION JOBAID EOC-205A COMMUNICATION LIST EOC-208 SAFETY MESSAGE EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-215A SAFETY ANALYSIS EOC-225 FOR PD CREDENTIALING
<p>TECHNOLOGY</p>	 <ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
<p>RESOURCES</p>	 <ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
<p>PROFESSIONAL CREDENTIAL</p>	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.	
		Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.	
		Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.	
ACTIVATION			
		Check in at the EOC ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities ⓘ (FORM EOC-214)	
RESPONSE			
		<ul style="list-style-type: none"> • 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. ⓘ (FORM EOC-215a)	
		Be familiar with particularly hazardous conditions in the facility; act when necessary.	
		Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings. ⓘ (FORM EOC-208)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		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; act when necessary.	
		Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

3.2 Operations Section

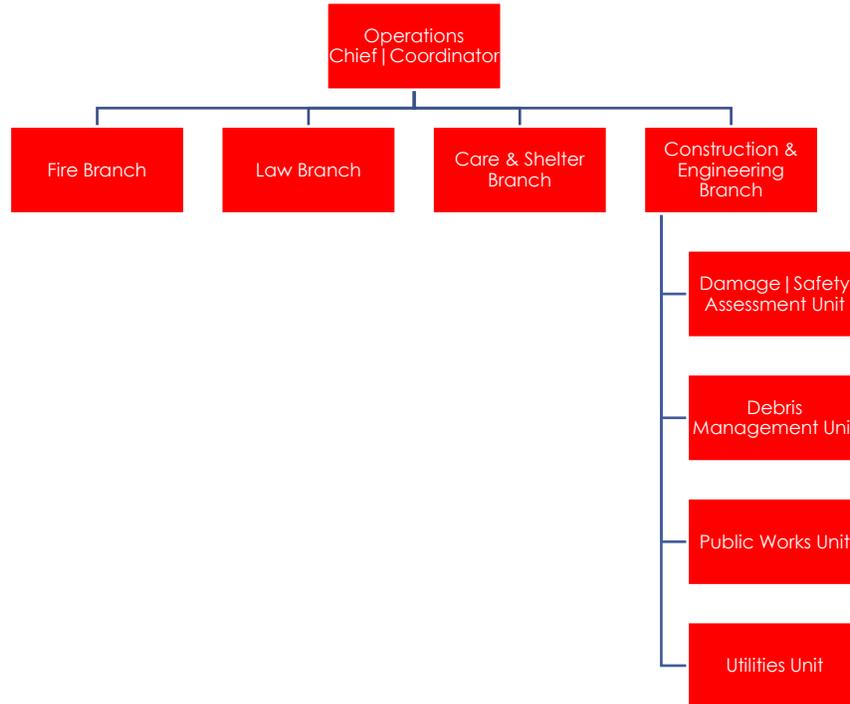


Figure 6: EOC Operations Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Operations Section of the Town EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Operations Section is primarily responsible for managing the operations of various response elements involved in the disaster/emergency

Section Responsibilities Include:

- **Fire:** Fire/Rescue, Hazardous Materials, Emergency Medical Services, Environmental Preservation
- **Law:** Coroner, Law Enforcement, Investigations, Security
- **Care & Shelter:** Care and Shelter
- **Public Works:** Street, Traffic, Utilities, Solid Waste, Wastewater, Parking, Facility and Vehicle Maintenance
- **Construction & Engineering:** Building Safety, Building Damage, and Safe Access

Figure 6: EOC Operations Section, above, shows all the positions that are part of the EOC Operations Section.

JobAid: Operations Chief/Coordinator

POSITION OVERVIEW	Responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed	
REPORT TO	MANAGEMENT EOC DIRECTOR	
	TO ME STAFF <ul style="list-style-type: none"> • Fire Branch • Law Branch • Medical/Health Branch • Care & Shelter Branch 	<ul style="list-style-type: none"> • Construction & Engineering Branch • Debris Management Unit • Public Works Unit • Utilities Unit
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORTS	FORMS <ul style="list-style-type: none"> • POSITION JOBAID • RESOURCE REQUEST • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-225 FOR PD CREDENTIALING 	REPORT <ul style="list-style-type: none"> • AGRICULTURAL STATUS • ENERGY STATUS • FIREFIGHTING STATUS • HAZMAT STATUS • MASS CARE STATUS • PUBLIC SAFETY STATUS • PUBLIC WORKS STATUS • SEARCH & RESCUE STATUS • TRANSPORTATION STATUS • UTILITY STATUS
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • BINDER • VEST 	
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov	

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Ensure that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC.	
	Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.	
	Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.	
	Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.  (FORM EOC-215)	
	Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.	
	Conduct periodic Operations briefings for the EOC Director as required or requested.	
	Supervise the Operations Section.	
ACTIVATION		
	Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
	Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.	
		Based on the situation, activate positions/branch within the section as needed: <ul style="list-style-type: none"> <input type="checkbox"/> Fire Branch <input type="checkbox"/> Law Branch <input type="checkbox"/> Medical/Health Branch <input type="checkbox"/> Care & Shelter Branch <input type="checkbox"/> Construction & Engineering Branch <input type="checkbox"/> Damage/Safety Assessment <input type="checkbox"/> <i>Debris Management Unit</i> <input type="checkbox"/> <i>Public Works Unit</i> <input type="checkbox"/> <i>Utilities Unit</i> 	
		Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.	
		Request additional personnel for the section as necessary for 24-hour operation.	
		<ul style="list-style-type: none"> • Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. • Ensure that there is adequate equipment and radio frequencies available as necessary for the section. 	
		Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.	
		Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.	
		Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.	
		Coordinate with the Planning/Intelligence Section Coordinator to determine the need for any Technical Specialists.	
		Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed and coordinate accordingly.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.	
		Based on the situation known or forecasted, determine likely future needs of the Operations Section.	
		Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.	
		Review responsibilities of branches in section; develop an Operations Plan detailing strategy for carrying out Operations objectives.	
		Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.	
RESPONSE			
		Ensure Operations Section position logs and other necessary files are maintained.	
		Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports. <ul style="list-style-type: none"> ⊕ (FORM EOC-209 OR OPTIONS BELOW) ⊕ (REPORT AGRICULTURAL STATUS) ⊕ (REPORT COMMUNICATION STATUS) ⊕ (REPORT ENERGY STATUS) ⊕ (REPORT FIREFIGHTING STATUS) ⊕ (REPORT HAZMAT STATUS) ⊕ (REPORT MASS CARE STATUS) ⊕ (REPORT PUBLIC SAFETY STATUS) ⊕ (REPORT PUBLIC WORKS STATUS) ⊕ (REPORT SEARCH & RESCUE STATUS) ⊕ (REPORT TRANSPORTATION STATUS) ⊕ (REPORT UTILITY STATUS) 	
		Ensure that all media contacts are referred to the Public Information Officer.	
		Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods. <ul style="list-style-type: none"> ⊕ (FORM EOC-215) 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Attend and participate in EOC Director's Action Planning meetings.	
		Provide the Planning/Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.	
		Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.	
		Ensure that the branches coordinate all resource needs through the Logistics Section. ⓘ (FORM RESOURCE REQUEST OR EOC-213)	
		Ensure that intelligence information from Branch Coordinators is made available to the Planning/ Intelligence Section in a timely manner.	
		Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of emergency expenditures and daily time sheets).	
		Brief the EOC Director on all major incidents.	
		Complete a Major Incident Report for all major incidents; forward a copy to the Planning/ Intelligence Section.	
		Brief Branch Coordinators periodically on any updated information you may have received.	
		Share status information with other sections as appropriate.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____
Date: _____

**Forwarding
Phone #:** _____
Time: _____ am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: Fire Branch

<p>POSITION OVERVIEW</p>	<p>Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident.</p>
<p>REPORT TO</p>	<p>OPERATIONS CHIEF/COORDINATOR</p>
<p>PLANS</p>	<p> EOC ACTION PLAN SUPPORTS DEVELOPMENT</p>
<p>FORMS & REPORTS</p>	<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • FIRE DEPLOYED RESOURCES <p></p> <p>REPORTS</p> <ul style="list-style-type: none"> • FIREFIGHTING STATUS • SEARCH & RESCUE STATUS • HAZMAT STATUS
<p>TECHNOLOGY</p>	<p> <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) </p>
<p>RESOURCES</p>	<p> <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST </p>
<p>PROFESSIONAL CREDENTIAL</p>	<p> To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations in the jurisdictional area.	
	Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.	
	Coordinate the mobilization and transportation of all resources through the Logistics Section.	
	Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.	
	Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.	
	Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.	
	Supervise the Fire & Rescue Branch.	
ACTIVATION		
	Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
	Based on the situation, activate the necessary Units within the Fire & Rescue Branch: <ul style="list-style-type: none"> • Fire & Rescue Unit • Emergency Medical Unit • HazMat Unit 	

	TIME	STATUS C=Complete I=In-Progress P=Pending
	If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator. 📄 (FORM FIRE DEPLOYED RESOURCES)	
	Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator. 📄 (REPORT FIREFIGHTING STATUS) 📄 (REPORT SEARCH & RESCUE STATUS) 📄 (REPORT HAZMAT STATUS)	
	Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Coordinator prior to the first Action Planning meeting.	
RESPONSE		
	Ensure that Branch and Unit position logs and other necessary files are maintained.	
	Obtain and maintain current status on Fire & Rescue missions being conducted in the jurisdictional area.	
	Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period. 📄 (FORM EOC-209) OR 📄 (REPORT FIREFIGHTING STATUS) 📄 (REPORT SEARCH & RESCUE STATUS) 📄 (REPORT HAZMAT STATUS)	
	On a regular basis, complete and maintain the Fire & Rescue Status Report.	
	Refer all contacts with the media to the Public Information Branch.	
	Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
	Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.	
	Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.	

TIME	STATUS C=Complete I=In-Progress P=Pending
SHIFT CHANGE/TRANSFER OF DUTIES	
Provide turnover briefing to position replacement.	
Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
Provide all completed documentation to the Documentation Unit	
Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION	
Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
Clean up your work area before you leave.	
Provide a forwarding phone number where you can be reached.	
Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Law Branch

<p>POSITION OVERVIEW</p>	<p>Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident</p>
<p>REPORT TO</p>	<p>OPERATIONS CHIEF/COORDINATOR</p>
<p>PLANS</p>	<p> EOC ACTION PLAN SUPPORTS DEVELOPMENT</p>
<p>FORMS & REPORT</p>	<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>REPORT</p> <ul style="list-style-type: none"> • PUBLIS SAFETY STATUS
<p>TECHNOLOGY</p>	<p> <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) </p>
<p>RESOURCES</p>	<p> <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST </p>
<p>PROFESSIONAL CREDENTIAL</p>	<p> To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinate movement and evacuation operations during an emergency.	
		Alert and notify the public of the impending or existing emergency.	
		Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.	
		Coordinate site security at incidents.	
		Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.	
		Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.	
		Supervise the Law Enforcement Branch.	
ACTIVATION			
		Check in at the EOC ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities ⓘ (FORM EOC-214)	
		Based on the situation, activate the necessary Units within the Law Enforcement Branch: <ul style="list-style-type: none"> • Law Enforcement Operations Unit • Coroner/Fatalities Management Unit • Search and Rescue Unit 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.	
		Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.	
RESPONSE			
		Ensure that Branch and Unit position logs and other necessary files are maintained.	
		Maintain status on Law Enforcement missions being conducted.	
		Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period. 🗣️ (REPORT PUBLIC SAFETY STATUS)	
		On a regular basis, complete and maintain the Law Enforcement Status Report.	
		Refer all contacts with the media to the Public Information Branch.	
		Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
		Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.	
		Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 🗣️ (FORM USE CURRENT POSITION JOBAID) 🗣️ (FORM USE CURRENT EOC-214)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Forwarding

Phone #: _____

Date: _____

Time: _____ am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: Care & Shelter Branch

POSITION OVERVIEW	Responsible for opening and operating evacuation centers and mass care facilities in the Town until, and if, the American Red Cross assumes responsibility; coordinating efforts with the American Red Cross and other volunteer agencies; and supporting the Personnel Unit in the care and sheltering of employees and their families
REPORT TO	OPERATIONS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT	 <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>REPORT</p> <ul style="list-style-type: none"> • MASS CARE STATUS
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims.	
	Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.	
	Assist the American Red Cross with the transition from mass care to separate family/individual housing.	
	Supervise the Care & Shelter Unit.	
ACTIVATION		
	Check in at the EOC. 📄 (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities. 📄 (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	<ul style="list-style-type: none"> • Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. • Work with the Agency Representative to coordinate all shelter and congregate care activity. 	
	Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.	
	Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Assist the American Red Cross in staffing and managing the shelters to the extent possible.	
		In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.	
		Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.	
		Complete and maintain the Care and Shelter Status Report Form. ⓘ (REPORT MASS CARE STATUS)	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

EOP Part 2 EOC Management

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Construction & Engineering Branch

POSITION OVERVIEW	Supports emergency response operations under the Operations Section and provides guidance for initial size-up, rapid needs, and preliminary disaster safety reports on the areas affected, damaged, and destroyed during an emergency event	
REPORT TO	OPERATIONS CHIEF/COORDINATOR	
	TO ME <ul style="list-style-type: none"> • Damage/Safety Assessment Unit • Debris Management Unit • Public Works Unit • Utilities Unit 	
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORTS	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A • COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • WINDSHIELD SURVEY • INITIAL DAMAGE ESTIMATE </div> <div style="width: 35%;"> REPORTS <ul style="list-style-type: none"> • PUBLIC WORKS & ENGINEERING STATUS • ENERGY STATUS </div> </div> 	
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 	
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in: <ul style="list-style-type: none"> • (EOC-225) to CALOES credentialcoord@caloes.ca.gov 	

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.	
	Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.	
	Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.	
	Assist other sections, branches, and units as needed.	
	Supervise the Construction/Engineering Branch.	
ACTIVATION		
	Check in at the EOC. 📄 (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over jobaid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities. 📄 (FORM EOC-214)	
	Based on the situation, activate the necessary Units within the Construction & Engineering Branch: <ul style="list-style-type: none"> • Utilities Unit • Public Works Unit • Damage/Safety Assessment Unit 	
	Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.	
	Provide an initial situation report to the Operations Section Coordinator. 📄 (REPORT PUBLIC WORKS & ENGINEERING STATUS)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Based on the initial EOC strategic objectives, prepare objectives for the Construction/ Engineering Branch. Provide them to the Operations Section Coordinator prior to the first Action Planning meeting. 	
RESPONSE			
		Ensure that Branch and Unit position logs and other necessary files are maintained.	
		Maintain current status on all construction/engineering activities being conducted.	
		Ensure that damage and safety assessments are being carried out for both public and private facilities. 📄 (FORM WINDSHIELD SURVEY)	
		Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.	
		Determine and document the status of transportation routes into and within affected areas.	
		Coordinate debris removal services as required.	
		Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested. 📄 (REPORT PUBLIC WORKS & ENGINEERING STATUS)	
		Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. 📄 (REPORT PUBLIC WORKS & ENGINEERING STATUS) 📄 (REPORT ENERGY STATUS) 📄 (FORM INITIAL DAMAGE ESTIMATE)	
		Refer all contacts with the media to the Public Information Branch.	
		Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
		<ul style="list-style-type: none"> Prepare objectives for the Construction/Engineering Branch for the subsequent operations period. Provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting. 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Damage & Safety Assessment Unit

POSITION OVERVIEW	Provides communication with the field level and/or coordinates the Initial Damage Estimate (IDEs); coordinates with public and private sector representatives to identify damages
REPORT TO	OPERATIONS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • INITIAL DAMAGE ESTIMATE • WINDSHIELD SURVEY
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Collect initial damage/safety assessment information from other branches/units within the Operations Section.	
	If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the dam.	
	Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.	
	Maintain detailed records on damaged areas and structures.	
	Initiate requests for Engineers, to inspect structures and/or facilities.	
	Supervise the Damage/Safety Assessment Unit.	
ACTIVATION		
	Check in at the EOC. 📄 (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities. 📄 (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.	
	Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section. 📄 (FORM INITIAL DAMAGE ESTIMATE) 📄 (FORM WIND SHIELD SURVEY)	
		Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.	
		Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.	
		Initiate all requests for engineers and building inspectors through the Operational Area EOC.	
		Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Debris Management Unit

POSITION OVERVIEW	Responsible for debris management and removal.	
REPORT TO	OPERATIONS CHIEF/COORDINATOR	
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p>📧 (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Develops and coordinates a response plan for debris management and removal.	
	Identifies and coordinates debris management and removal criteria to facilitate the FEMA eligibility.	
	Coordinates procurement and contracts with Logistics and Finance and Administration.	
ACTIVATION		
	Check in at the EOC. (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities. (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	Implementing jurisdiction-specific Debris Management Plan.	
	Keep the section informed on the status of debris management.	
	Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES		
	Provide turnover briefing to position replacement.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Public Works Unit

<p>POSITION OVERVIEW</p>	<p>Evaluates and assesses the safety and condition of roadways, bridges, and other public works infrastructure.</p>
<p>REPORT TO</p>	<p>OPERATIONS CHIEF/COORDINATOR</p>
<p>PLANS</p>	<p> EOC ACTION PLAN SUPPORT DEVELOPMENT</p>
<p>FORMS & REPORTS</p>	<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>REPORT</p> <ul style="list-style-type: none"> • PUBLIC WORKS STATUS
<p>TECHNOLOGY</p>	<p> <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) </p>
<p>RESOURCES</p>	<p> <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST </p>
<p>PROFESSIONAL CREDENTIAL</p>	<p> To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Assist other Operation Section Branches by providing construction equipment and operators as necessary.	
		Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.	
		Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.	
		Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.	
		Supervise the Public Works Unit.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.	
		Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.	
		Work closely with the Logistics Section to provide support and materiel as required.	
		Keep the Construction/Engineering Branch Coordinator informed of unit status. ⓘ (REPORT PUBLIC WORKS STATUS)	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Forwarding

Phone #: _____

Date: _____

Time: _____ am / pm

JobAid: Utilities Unit

<p>POSITION OVERVIEW</p>	<p>Coordinates with public and private utilities, including electric, gas, water, waste, and telephone to receive an assessment of the systems, and coordinates with utility companies to develop a restoration plan</p>
<p>REPORT TO</p>	<p>OPERATIONS CHIEF/COORDINATOR</p>
<p>PLANS</p>	<p> EOC ACTION PLAN SUPPORTS DEVELOPMENT</p>
<p>FORMS & REPORT</p>	<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p></p> <p>REPORT</p> <ul style="list-style-type: none"> • UTILITY STATUS
<p>TECHNOLOGY</p>	<p> <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) </p>
<p>RESOURCES</p>	<p> <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST </p>
<p>PROFESSIONAL CREDENTIAL</p>	<p> To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Assess the status of utilities, provide Utility Status Reports as required.	
	Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.	
	Supervise the Utilities Unit.	
ACTIVATION		
	Check in at the EOC. 📄 (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over jobaid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities. 📄 (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	Establish and maintain communications with the utility providers.	
	Determine the extent of damage to utility systems.	
	Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.	
	Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.	
	Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.	

	TIME	STATUS C=Complete I=In-Progress P=Pending
	Keep the Health & Welfare Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.	
	Keep the Construction/Engineering Branch Coordinator informed of the restoration status.	
	Complete and maintain the Utilities Status Report. ⓘ (REPORT UTILITY STATUS)	
	Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES		
	Provide turnover briefing to position replacement.	
	Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
	Provide all completed documentation to the Documentation Unit.	
	Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION		
	Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
	<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
	Clean up your work area before you leave.	
	Provide a forwarding phone number where you can be reached.	
	Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

3.3 Planning & Intelligence Section



Figure 7: EOC Planning & Intelligence Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Planning & Intelligence Section of the Town EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Planning & Intelligence Section is primarily responsible for compiling, assembling, and reporting all safety/damage assessment information

Section Responsibilities Include:

- Collect, evaluate, analyze, display, and disseminate incident information and status of all assigned and available resources
- Functions as the primary support for decision-making to the overall emergency organization
- Provides anticipatory appraisals and develops plans necessary to cope with changing events

Figure 7: EOC Planning & Intelligence Section, above, shows all the positions that are part of the EOC Planning & Intelligence Section.

JobAid: Planning & Intelligence Chief/Coordinator

POSITION OVERVIEW	Responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources	
REPORT	TO	MANAGEMENT EOC DIRECTOR
	TO ME	<p>STAFF</p> <ul style="list-style-type: none"> • Situation Analysis Unit <i>Technical Specialist</i> • Documentation Unit • <i>AFN Specialist</i> • Advanced Planning Unit • <i>GIS Specialist</i> • Resource Status/Tracking Unit • <i>Social Media Specialist</i> • Demobilization Unit
PLANS & REPORTS		<p>EOC ACTION PLAN OVERSEE DEVELOPMENT ADVANCE PLANS OVERSEE DEVELOPMENT OPERATION SECTION REPORTS OVERSEES COMPLITATION & DISTRIBUTION LOCAL GOVERNMENT AFTER ACTION REPORT SUPPORTS DEVELOPMENT</p>
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-201 INCIDENT BRIEFING • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-215A SAFETY ANALYSIS • EOC-225 FOR PD CREDENTIALING • EOC-230 DAILY MEETING SCHEDULE
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Establish the appropriate level of staffing and organization for the Section.	
	Exercise overall responsibility for the coordination of unit activities within the section.	
	Supervise the Planning/Intelligence Section.	
	<p>Ensure that the following responsibilities of the Section are addressed as required:</p> <ul style="list-style-type: none"> • Collect, analyze, and display situation information • Prepare periodic Situation Report • Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting • Conducting Advance Planning activities and report • Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities 	
	In coordination with the other Section Coordinators, ensure that Status Reports are completed and utilized as a basis for Situation Analysis Reports, and the EOC Action Plan.	
	Keep the EOC Director informed of significant issues affecting the P&I Section	
ACTIVATION		
	<p>Check in at the EOC</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	<p>Ensure readiness to maintain concise records of position activities</p> <p> (FORM EOC-214)</p>	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	
		Based on the situation, activate positions/unit within the section as needed: <ul style="list-style-type: none"> <input type="checkbox"/> Situation Analysis Unit <input type="checkbox"/> Documentation Unit <input type="checkbox"/> Advanced Planning Unit <input type="checkbox"/> Action Planning Unit <input type="checkbox"/> Resource Status/Tracking Unit <input type="checkbox"/> Demobilization Unit <input type="checkbox"/> <i>Technical Specialists</i> <input type="checkbox"/> <i>AFN Specialist</i> <input type="checkbox"/> <i>GIS Specialist</i> <input type="checkbox"/> <i>Social Media Specialist</i> 	
		Request additional personnel for the section as necessary to maintain a 24-hour operation.	
		<ul style="list-style-type: none"> • Establish contact with the Operational Area EOC when activated. • Coordinate Situation Analysis Reports with their Planning/Intelligence Section. <ul style="list-style-type: none"> ○ (FORM EOC-209 OR REPORT SITUATION STATUS) 	
		Meet with Operations Section Coordinator; obtain and review any major incident reports. 📄 (REPORT OPS _____ STATUS REPORT)	
		Review responsibilities of units in the section; develop plans for carrying out all responsibilities.	
		<ul style="list-style-type: none"> • Make a list of key issues to be addressed by Planning/Intelligence, in consultation with section staff. • Identify objectives to be accomplished during the initial Operational Period. <ul style="list-style-type: none"> ○ (FORM EOC-202) 	
		Keep the EOC Director informed of significant events.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.	
		Ensure that The Situation Analysis Unit is maintaining current information for the situation analysis report.	
		Ensure that major incidents reports, and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.	
		Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period. 📄 (FORM EOC-209 OR REPORT SITUATION STATUS)	
		Ensure that all status boards and other displays are kept current and that posted information is neat and legible.	
		Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.	
		Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods. 📄 (FORM EOC-201)	
		Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period. 📄 (FORM EOC-230)	
		Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.	
		Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period. 📄 (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN EOC ACTION PLAN)	
		Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC. 📌 (PLAN ADVANCE PLAN)	
		Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.	
		Provide technical specialists to all EOC sections as required.	
		Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📌 (FORM USE CURRENT POSITION JOBAID) 📌 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📌 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input and/or facilitate the after-action report.  (REPORT LOCAL GOVERNMENT AFTER ACTION REPORT)	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Action Planning Unit

POSITION OVERVIEW	Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN DRIVE, DEVELOP, REVIEW OR PUT TOGETHER ADVANCE PLANS DEVELOP OR PUT TOGETHER
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • BINDER • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.	
ACTIVATION		
	Check in at the EOC <ul style="list-style-type: none"> 📄 (FORM EOC-211, FORM EOC-205A) 	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities <ul style="list-style-type: none"> 📄 (FORM EOC-214) 	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	Establish an EOC Action Planning process & meeting schedule for the operational period with the Planning & Intelligence Section Chief.	
	Coordinate the calling of EOC Action Planning meetings and remind Section Chiefs to bring summaries of their issues and needs, along with updates on the existing Action Plan	
	Ensure EOC Action Plan is developed for each operational period, based on objectives developed by each section <ul style="list-style-type: none"> ○ (FORM EOC-202 or PLAN EOC ACTION PLAN) 	
	Ensure the Planning and Intelligence Section Chief has everything that will be needed to facilitate the Action Planning meetings	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Ensure that each section provides an update on their objectives at least 30 minutes prior to each Action Planning meeting. This includes those completed, and the status of those not completed, as well as new objectives to be added to the Action Plan • In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper and the meeting room is set up with appropriate equipment and materials 	
		Prepare a draft EOC Action Plan and submit to the Planning & Intelligence Section Chief/EOC Director for approval.	
		Print and distribute the approved EOC Action Plan, coordinate with the Documentation Unit for reproduction and distribution as necessary	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. <ul style="list-style-type: none"> • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214) 	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. <ul style="list-style-type: none"> • (FORM EOC-211, FORM EOC-205A) 	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Situation Analysis Unit

POSITION OVERVIEW		Responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports
REPORT TO		PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT AND DISTRIBUTION OPERATION SECTION REPORTS SUPPORTS COMPLITATION & DISTRIBUTION
FORMS & GUIDES		FORM <ul style="list-style-type: none"> • POSITION JOBAID • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING GUIDE <ul style="list-style-type: none"> • PLANNING “P” GUIDE
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the collection, organization, and analysis of situation information related to the emergency.	
		Ensure that information collected from all sources is validated prior to posting on status boards.	
		Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required.	
		Ensure that an EOC Action Plan is developed for each operational period.	
		Ensure that all maps, status boards and other displays contain current and accurate information.	
		Supervise Situation Analysis Unit.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
		Contact local government EOCs in the operational area and establish a schedule for obtaining situation reports.	
		<ul style="list-style-type: none"> • Ensure there are adequate staff available to collect and analyze incoming information. • Maintain the Situation Analysis Report and facilitate the Action Planning process. <ul style="list-style-type: none"> ○ (FORM EOC-209 OR REPORT SITUATION STATUS) ○ (GUIDE PLANNING “P” GUIDE) 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Prepare Situation Analysis Unit objectives for the initial Action Planning meeting. 📌 (FORM EOC-202)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Oversee the collection and analysis of all emergency related information.	
		<ul style="list-style-type: none"> • Oversee the preparation and distribution of the Situation Report. • Coordinate with the Documentation Unit for manual distribution and reproduction as required. <ul style="list-style-type: none"> ○ (FORM EOC-209 OR REPORT SITUATION STATUS) 	
		Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis. 📌 (REPORT OPS _____ STATUS REPORT)	
		Meet with the Public Information Officer to determine the best method for ensuring access to current information.	
		Prepare a situation summary for the EOC Action Planning meeting. 📌 (FORM EOC-209 OR REPORT SITUATION STATUS)	
		Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting	
		<ul style="list-style-type: none"> • In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper. • Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.). 	
		Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period. (See attachment).	
		Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Documentation Unit

POSITION OVERVIEW	Responsible for maintaining complete documentation of the emergency. This includes damage assessment reports, EOC action reports, after action and corrective action reports.
REPORT	TO PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS & REPORTS	 EOC ACTION PLAN SUPPORT DEVELOPMENT AND DISTRIBUTION OPERATION SECTION REPORTS SUPPORTS COMPLITATION & DISTRIBUTION
FORMS & REPORT	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-201 INCIDENT BRIEFING • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-215A SAFETY ANALYSIS • EOC-225 FOR PD CREDENTIALING • EOC-230 DAILY MEETING SCHEDULE
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.	
		Provide document reproduction services to EOC staff.	
		Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required.	
		Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.	
		Assist the EOC Coordinator in the preparation and distribution of the After-Action Report.	
		Supervise the Documentation Unit.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained as official records.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.	
		Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to this position at the end of each shift. 📌 (FORM EOC-207, FORM EOC-205A)	
		Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC. 📌 (FORM EOC-209 OR REPORT SITUATION STATUS) 📌 (REPORT OPS _____ STATUS REPORT) 📌 (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213. EOC-215, EOC-215A, EOC-230 OR PLAN EOC ACTION PLAN)	
		Keep extra copies of reports and plans available for special distribution as required.	
		Set up and maintain document reproduction services for the EOC.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📌 (FORM USE CURRENT POSITION JOBAID) 📌 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📌 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

EOP Part 2 EOC Management

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Advance Planning Unit

POSITION OVERVIEW	Responsible for developing reports and recommendations for future time periods and for preparing reports, development of the EOC Action Plan, and briefings for use in strategy and/or planning meetings
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN DEVELOP, REVIEW OR PUT TOGETHER ADVANCE PLANS DEVELOP OR PUT TOGETHER
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • BINDER • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.	
	<ul style="list-style-type: none"> Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives. 	
	Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.	
	Supervise the Advance Planning Unit.	
ACTIVATION		
	Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	Monitor the current situation report to include recent updates.	
	Meet individually with the general staff and determine best estimates of the future direction & outcomes of the emergency.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36-to-72-hour time frame. 📄 (PLAN ADVANCE PLAN)	
		Submit the Advance Plan to the Planning/Intelligence Coordinator for review and approval prior to conducting briefings for the General Staff and EOC Director.	
		<ul style="list-style-type: none"> • Review Action Planning objectives submitted by each section for the next operational period. • In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations. <ul style="list-style-type: none"> ○ (FORM EOC-202 or PLAN EOC ACTION PLAN) 📄 (PLAN ADVANCE PLAN) 	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	

EOP Part 2 EOC Management

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Resource Status/Tracking Unit

POSITION OVERVIEW	Responsible for tracking and documenting all resources.	
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR	
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Responsible for tracking and documenting resources including personnel, critical resources, transportation and support equipment. ⓘ (FORM RESOURCE TRACKING)	
		Responsible for coordinating closely with all units in the Logistics Section, particularly Supply/Procurement Unit, Personnel Unit, and Transportation Unit.	
ACTIVATION			
		Check in at the EOC ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities ⓘ (FORM EOC-214)	
RESPONSE			
		Attends the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet ⓘ (FORM EOC-215)	
		Complete resource request forms (ICS 213 form) for personnel, supplies, services, and equipment-as determined from the Operational Planning Worksheet (ICS 215 form/worksheet) developed during the Tactics/Strategy meeting. ⓘ (FORM EOC-213) ⓘ (FORM EOC-215)	
		Verifies proper check-in and check-out of personnel in the EOC using a Recorder. ⓘ (FORM EOC-211)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provides resource information to the Situation Analysis Unit, Demobilization Unit, and Logistics Section. ⓘ (FORM EOC-209)	
		Assists in preparation of Organization Chart and post in the EOC. ⓘ (FORM EOC-207)	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Demobilization Unit

POSITION OVERVIEW	Responsible for preparing a Demobilization Plan to ensure an orderly, safe, and cost-effective release of personnel and equipment
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORT DEVELOPMENT DEMOBILIZATION PLAN DEVELOP
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.	
	Supervise the Demobilization Unit.	
ACTIVATION		
	Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	Review EOC personnel roster to determine size and scope of any demobilization efforts.	
	Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.	
	Advise Planning/Intelligence Section Coordinator on the need for a formal written Demobilization Plan.	
	If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.  (PLAN DEMOBILIZATION PLAN)	
	Establish with each Section Coordinator which units/personnel should be demobilized first.	
	Determine if any special needs exist for personnel demobilization (e.g., transportation).	

	TIME	STATUS C=Complete I=In-Progress P=Pending
	Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.	
	Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.	
	Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.	
	Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.	
SHIFT CHANGE/TRANSFER OF DUTIES		
	Provide turnover briefing to position replacement.	
	Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. <ul style="list-style-type: none"> 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214) 	
	Provide all completed documentation to the Documentation Unit	
	Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. <ul style="list-style-type: none"> 📄 (FORM EOC-211, FORM EOC-205A) 	
DEMOBILIZATION		
	Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
	<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator.	
	Clean up your work area before you leave.	
	Provide a forwarding phone number where you can be reached.	
	Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Technical Specialist Unit

POSITION OVERVIEW	<ul style="list-style-type: none"> • Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. • Technical Specialists (may or may not be employees of a public or private agency) may report to the Planning/Intelligence Section Coordinator/Chief.
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
	TO ME <ul style="list-style-type: none"> • AFN Specialist • GIS Specialist • Social Media Specialist
PLANS	 EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <ul style="list-style-type: none"> • (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		Provide technical observations and recommendations to EOC staff in specialized areas as required.
		Advise on legal limitations use of resources.
		Work with inter-agency coordination groups as necessary providing expertise.
ACTIVATION		
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)
		Assist with EOC Set-up (If not already fully set-up)
		Check workstation to ensure readiness
		Wear identification vest and read over jobaid.
		Receive situation, section and position briefing from available and appropriate personnel.
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)
RESPONSE		
		Provide technical services as required to requesting EOC staff.
		Contribute to EOC planning meetings and inter-agency coordination groups as requested.
		Ensure that all recommendations are appropriately documented.
SHIFT CHANGE/TRANSFER OF DUTIES		
		Provide turnover briefing to position replacement.
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)

	TIME	STATUS C=Complete I=In-Progress P=Pending
	Provide all completed documentation to the Documentation Unit	
	Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION		
	Advise Planning/Intelligence Section when duties are completed.	
	Obtain release from Planning/Intelligence Section Coordinator prior to leaving the EOC.	
	Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
	<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
	Clean up your work area before you leave.	
	Provide a forwarding phone number where you can be reached.	
	Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Access and Functional Needs (AFN) Specialist

POSITION OVERVIEW	Responsible for identifying and mitigating safety concerns for the AFN populations and maintaining awareness of potential Town/Agency liability during EOC response and recovery activities
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Determine the scope of the incident and the impact on AFN populations.	
		Determine which AFN populations are impacted.	
		Provide advice and assistance with other Sections as they manage resources and activities.	
		Monitor and assist with message development/translation, as needed, including alert and warning messages to ensure all AFN populations are reached.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Ensure staff members assigned to AFN support have adequate resources to support their efforts.	
		Help develop ordinances and regulations for evacuations.	
		Monitor impacted AFN populations during evacuations to ensure adequate support.	
		Provide guidance to Operations and Logistics in evacuation center and shelter operation activities.	
SHIFT CHANGE/TRANSFER OF DUTIES			

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Geographic Information Systems (GIS) Specialist

POSITION OVERVIEW	Collects analyses and displays critical information obtained from various sources such as field reports, other departments and agencies, and EOC Sections.
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Determine and establish GIS production priorities.	
	Converts requests into GIS products quickly and effectively.	
	Anticipate requirements and needs and assemble or prepare supporting referential data.	
	Locate and secure needed database information to support production goal.	
	Operate specialized GIS production equipment	
ACTIVATION		
	Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE		
	Develops a system to post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.	
	Develops sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the other EOC sections.	
	Provides for an authentication process in case of conflicting status reports.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meets with the Planning/Intelligence Section Coordinator/Chief and the EOC Director (Director of Emergency Services) to determine needs for planning meetings and briefings.	
		Determines if there are any special information needs.	
		Maps specific zones or areas that detail damage surveys in conjunction with state and federal agencies.	
		Prepares, sets up, and maintains EOC displays.	
		Keeps data current concerning: Availability of personnel, equipment, and supplies; Equipment or personnel out of service.	
		Continually obtains information from Logistics, other Planning/Intel functions, the EOC Manager, Operations and the Finance/Admin Section.	
		Submits verbal and written reports to Planning/Intelligence Section Coordinator/Chief as appropriate or as directed.	
		Participates in Planning/Intelligence Section Meetings and participates in EOC Action Plan development.	
		Provides information to be included in the Situation Report (i.e.: mapping).	
		<p><i>Obtains data on all impacts to include:</i></p> <ul style="list-style-type: none"> • Utilities and infrastructure (i.e., roads, bridges, electric lines, pipelines, buildings, etc.). • Numbers of homes destroyed or damaged. • Public facilities destroyed or damaged. • Critical facilities damaged or destroyed and locations (hospital, power stations, industry or manufacturers, water facilities, etc.). • Financial impacts and costs expended by the County & coordinate with Cost Unit Leader in Finance/Admin Section. • Ensures that necessary maps and data pertinent to the operations are obtained. • Maps areas that may have to be rezoned, destroyed, reconstructed and/or modified as a result of the disaster. (Consultation with the Planning Section). • Works with the Situation Analysis Unit to create maps, displays, and reports. 	

	TIME	STATUS C=Complete I=In-Progress P=Pending
SHIFT CHANGE/TRANSFER OF DUTIES		
		Provide turnover briefing to position replacement.
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)
		Provide all completed documentation to the Documentation Unit
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)
DEMOBILIZATION		
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator.
		Clean up your work area before you leave.
		Provide a forwarding phone number where you can be reached.
		Be prepared to provide input to the after-action report.

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Social Media Specialist

POSITION OVERVIEW	Support position to Public Information Officer. Can be assigned to various work location and conduct a diverse group of tasks, including gathering photos/videos, monitoring social media, conducting rumor control etc.
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Social media monitoring	
	Rumor identification and management	
	Intelligence gathering	
ACTIVATION		
	Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE		
	Monitor social media	
	Identify and manage rumors	
	Gather and share intelligence from media platforms	
	Take picture and video	
	If approved by Section Coordinator, assist PIO with information dissemination	
SHIFT CHANGE/TRANSFER OF DUTIES		
	Provide turnover briefing to position replacement.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

3.4 Logistics Section

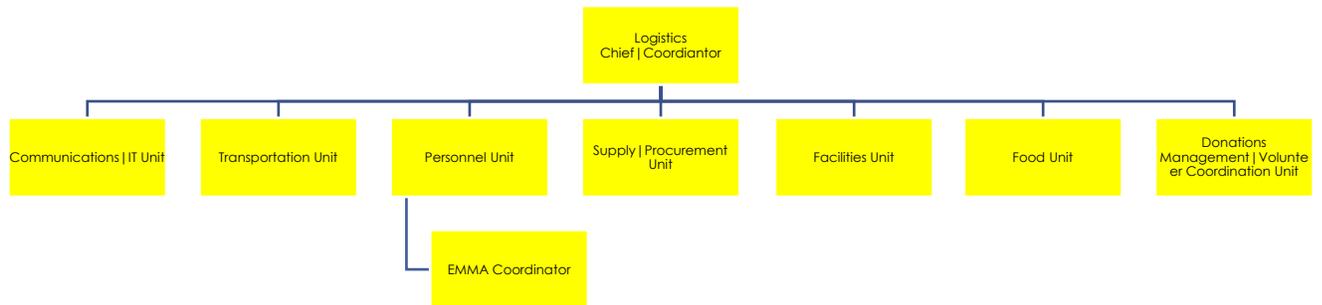


Figure 8: EOC Logistics Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Logistics Section of the Town EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Logistics Section is responsible for providing resources to support the Town's disaster response, including, but not limited to, personnel, vehicles, and equipment.

Section Responsibilities Include:

- Provide operational and logistical support for emergency response personnel and optimize the use of resources
- Provide support to the other sections of the EOC and support as directed for field emergency response activities
- Support the restoration of essential services and systems

Figure 8: EOC Logistics Section, above, shows all the positions that are part of the EOC Logistics Section.

JobAid: Logistics Chief/Coordinator

POSITION OVERVIEW	Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources	
REPORT TO	MANAGEMENT EOC DIRECTOR	
REPORT TO ME	STAFF <ul style="list-style-type: none"> • Communications/IT Unit • Transportation Unit • Personnel Unit • Supply/Procurement Unit • Facilities Unit • Food Unit • Donations Management Unit • Volunteer Coordination Unit 	
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <ul style="list-style-type: none"> • (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		<ul style="list-style-type: none"> • Ensure the Logistics function is carried out in support of the EOC. • This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. 	
		Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the affected area.	
		Keep the EOC Director informed of all significant issues relating to the Logistics Section.	
		Supervise the Logistics Section.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
		Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element: <ul style="list-style-type: none"> <input type="checkbox"/> Communications Branch <input type="checkbox"/> Transportation Unit <input type="checkbox"/> Supply/Procurement Unit <input type="checkbox"/> Personnel Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Resource Tracking Unit 	
		Mobilize sufficient section staffing for 24-hour operations.	
		Establish communications with the Logistics Section at the Operational Area EOC if activated.	
		Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.	
		Meet with the EOC Director and General Staff and identify immediate resource needs.	
		Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.	
		Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.	
		Provide periodic Section Status Reports to the EOC Director.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that Logistic Section position logs and other necessary files are maintained.	
		Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide the Planning/Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.	
		Attend and participate in EOC Action Planning meetings.	
		Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.	
		Ensure that transportation requirements, in support of response operations, are met.	
		Ensure that all requests for facilities and facility support are addressed.	
		Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid. • (FORM EOC-213 OR FORM RESOURCE REQUEST) • (FORM RESOURCE TRACKING)	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

EOP Part 2 EOC Management

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Communications & IT Unit

POSITION OVERVIEW	Responsible for managing all computing needs including desktop/laptop computers, network and communications (internet/wireless, telephones, radios, etc.), printing, audio/visual, and other technology needs for the EOC
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT DEMobilIZATION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT	 FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none"> • COMMUNICATION STATUS
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinates with all sections and branches/groups/units on operating procedures for computing, network, and communications systems.	
		Provides support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual, and teleconferencing equipment.	
ACTIVATION			
		Check in at the EOC. ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. ⓘ (FORM EOC-214)	
RESPONSE			
		Develops Communication Plan for all communication modes within the EOC and field ICP's when needed. ⓘ (FORM EOC-205A)	
		Determines what communications equipment is necessary.	
		Provides technical information as required.	
		Manage data and telephone services for the EOC.	
		Receive any priorities or special requests.	
		Provide communications briefings and technology status reports as requested at action planning meetings. ⓘ (REPORT COMMUNICATION STATUS)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Coordinates with Demobilization Unit to develop check out procedure on Demobilization Plan. 📄 (PLAN DEMOBILIZATION)	
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Forwarding

Phone #: _____

Date: _____

Time: _____ am / pm

JobAid: Transportation Unit

POSITION OVERVIEW	Responsible for coordinating the allocation of transportation resources required to move people, equipment, and essential supplies during emergency response and recovery operations.
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT TRANSPORTATION PLAN DEVELOPS (CAN USE TRANSPORTATION STATUS REPORT AS BASIS FOR PLAN)
FORMS & REPORT	 FORM <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE TRACKING REPORT <ul style="list-style-type: none"> • TRANSPORTATION STATUS
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES	
In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.	
Arrange for the acquisition or use of required transportation resources.	
Supervise the Transportation Unit.	
ACTIVATION	
Check in at the EOC  (FORM EOC-211)	
Assist with EOC Set-up (If not already fully set-up)	
Check workstation to ensure readiness	
Wear identification vest and read over job aid.	
Receive situation, section and position briefing from available and appropriate personnel.	
Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE	
Establish and maintain a position log and other necessary files.	
Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.  (REPORT TRANSPORTATION STATUS)	
Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.	
Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and material.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed. 📄 (FORM RESOURCE TRACKING)	
		Keep the Logistics Section Coordinator informed of significant issues affecting the Transportation Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Personnel Unit

POSITION OVERVIEW	Responsible for obtaining, coordinating, and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (DSWs); feeding and caring for all emergency workers; and the overall coordination and care of all Town/Agency staff, both paid and volunteer.
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING • DSWV REGISTRATION
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Provide personnel resources as requested in support of the EOC and Field Operations.	
		Identify, recruit and register volunteers as required.	
		Develop an EOC organization chart. ⓘ (FORM EOC-207)	
		Supervise the Personnel Unit.	
ACTIVATION			
		Check in at the EOC ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities ⓘ (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		<ul style="list-style-type: none"> • Manage check-in <ul style="list-style-type: none"> ○ (FORM EOC-211, FORM EOC-205A) • In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. • Upon check in, indicate the name of the person occupying each position on the chart. • The chart should be posted in a conspicuous place, accessible to all EOC personnel. <ul style="list-style-type: none"> ○ (FORM EOC-207) 	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in. 🗄️ (FORM EOC-208)	
		Establish communications with volunteer agencies and other organizations that can provide personnel resources.	
		Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.	
		<ul style="list-style-type: none"> • Process all incoming requests for personnel support. • Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. • Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly. <ul style="list-style-type: none"> ○ (FORM RESOURCE REQUEST) ○ (FORM RESOURCE TRACKING) 	
		Maintain a status board or other reference to keep track of incoming personnel resources.	
		Update EOC organization chart for each operational period.	
		Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.	
		Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.	
		To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.	
		In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.	
		Arrange for childcare services for EOC personnel as required.	
		Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards. 🗄️ (FORM DSWV REGISTRATION)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. (FORM USE CURRENT POSITION JOBAID) (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: EMMA Coordinator

POSITION OVERVIEW	Responsible for obtaining, coordinating, and allocating all EMMA support requests.
REPORT TO	LOGISTICS PERSONNEL UNIT
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING • EMMA SPECIFIC REQUEST FORMS
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Provide, support and keep track of EMMA personnel resources as requested in support of the EOC(s).	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		<ul style="list-style-type: none"> • Alongside Personnel Unit Leader, identify needed EOC position that are vacant and can be requested via EMMA. 	
		Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.	
		<ul style="list-style-type: none"> • Process all incoming EMMA requests for personnel support. • Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. • Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly. <ul style="list-style-type: none"> ○ (FORM RESOURCE REQUEST) ○ (FORM RESOURCE TRACKING) 	
		Maintain a status board or other reference to keep track of incoming and outgoing EMMA personnel resources.	
		Update EOC organization chart for each operational period.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding EMMA personnel upon arrival at the EOC.	
		Keep the Personnel Unit Leader informed of significant issues affecting the EMMA requests.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 🗄️ (FORM USE CURRENT POSITION JOBAID) 🗄️ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 🗄️ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Supply & Procurement Unit

POSITION OVERVIEW	Responsible for obtaining and delivering all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.	
		Coordinate procurement actions with the Finance/Administration Section.	
		Coordinate delivery of supplies and materiel as required.	
		Supervise the Supply/Procurement Unit.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Determine if requested types and quantities of supplies and material are available in inventory.	
		Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.	
		Whenever possible, meet personally with the requesting party to clarify types and number of supplies and materiel, and verify that the request has not been previously filled through another source.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their status.	
		Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.	
		Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.	
		Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.	
		If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.	
		<ul style="list-style-type: none"> • Determine if the vendor or provider will deliver the ordered items. • If delivery services are not available, coordinate pickup and delivery through the Transportation Unit. 	
		<ul style="list-style-type: none"> • In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. • Assist field level with food services at camp locations as requested. 	
		<ul style="list-style-type: none"> • Coordinate donated goods and services from community groups and private organizations. • Set up procedures for collecting, inventorying, and distributing usable donations. 	
		Keep the Logistics Section Coordinator informed of significant issues affecting the Supply/ Procurement Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. <ul style="list-style-type: none"> ➤ (FORM USE CURRENT POSITION JOBAID) ➤ (FORM USE CURRENT EOC-214) 	
		Provide all completed documentation to the Documentation Unit	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Facilities Unit

POSITION OVERVIEW	Responsible for ensuring adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
		Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
		Supervise the Facilities Unit.
ACTIVATION		
		Check in at the EOC ⓘ (FORM EOC-211, FORM EOC-205A)
		Assist with EOC Set-up (If not already fully set-up)
		Check workstation to ensure readiness
		Wear identification vest and read over job aid.
		Receive situation, section and position briefing from available and appropriate personnel.
		Ensure readiness to maintain concise records of position activities ⓘ (FORM EOC-214)
RESPONSE		
		Establish and maintain a position log and other necessary files.
		Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
		Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
		Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
		If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.	
		Ensure all structures are safe for occupancy and that they comply with ADA requirements.	
		As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.	
		Keep the Logistics Section Coordinator informed of significant issues affecting the facilities unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

EOP Part 2 EOC Management

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Food Unit

POSITION OVERVIEW		Responsible for coordinating all feeding operations for the EOC, support, and field personnel
REPORT TO		LOGISTICS CHIEF/COORDINATOR
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <ul style="list-style-type: none"> • (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Establishes and disseminates a feeding plan that identifies cost limits, authorized vendors, catering companies, types of food, etc. Be aware of special diets.	
		Sets meal schedules.	
		Sets up and manages eating areas for EOC, staff, and field personnel.	
		Establishes a personnel-feeding account for EOC, support, and field personnel at local restaurants.	
		Briefs all EOC personnel on the location, cost limitations, and incident number used for each restaurant or caterer.	
ACTIVATION			
		Check in at the EOC. ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. ⓘ (FORM EOC-214)	
RESPONSE			
		Obtains necessary equipment, supplies, and facilities to establish food service (including hot/cold storage and/or handling).	
		Ensures food service areas meet appropriate health and safety measures and are maintained in a clean condition.	
		Orders sufficient food and water from or through the Supply Unit.	
		Maintains an inventory of food, water, condiments, and supplies.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinates with Procurement Unit to ensure all purchases are pre-approved and paid.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Donations Management Unit

POSITION OVERVIEW	Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Works with the Planning Section Staff to identify donation needs of life-safety supplies and services (e.g., heat, food, water, ice) and develops a plan to receive and quickly distribute these resources to affected community members.	
		Coordinates with the Resources Unit to track all donation resources.	
ACTIVATION			
		Check in at the EOC 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Communicates and coordinates with external partners and NGOs to support effective donations management.	
		Serves as point of contact with private sector that want to donate goods and services.	
		Coordinates with Public Information function, including the JIC (if activated) to maintain consistent public messaging about donations.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Volunteer Coordination Unit

POSITION OVERVIEW	Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	 EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS	 <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • DSWV REGISTRATION
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <ul style="list-style-type: none"> • (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Works with the Planning Section Staff to identify volunteer needs develops a plan to distribute these volunteers to necessary places.	
		Coordinates with the Resources Unit to track all volunteer resources.	
ACTIVATION			
		Check in at the EOC. 📄 (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities 📄 (FORM EOC-214)	
RESPONSE			
		Staffs Volunteer Team in the EOC and supports the Planning Section Resource Unit and the Logistics Section Supply Unit.	
		Establishes one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers).	
		Manages the Volunteer DSWV process including document management. 📄 (FORM DSWV REGISTRATION)	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

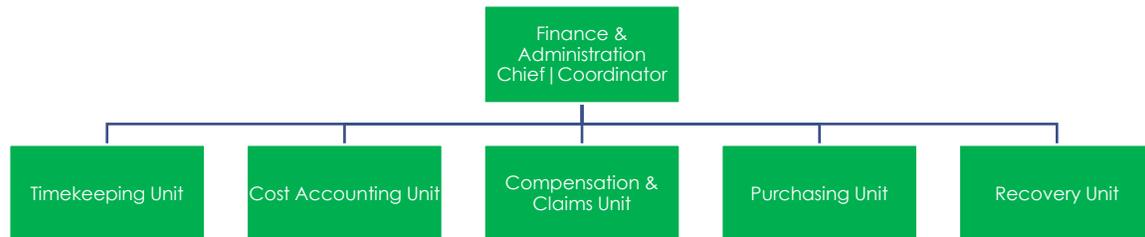
Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

3.5 Finance/Administration Section



Fi

Figure 9: EOC Finance & Administration Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Finance & Administration Section of the Town EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Finance & Administration Section is responsible for providing financial support and coordination.

Section Responsibilities Include:

- Protect Life, Property, and the Environment
- Provide Continuity of Financial Support to the Town and Community
- Document and Manage Town costs and recovery of those costs as allowable
- Maintain a positive image for the Town in its dealings with the community

Figure 9: EOC Finance & Administration Section, above, shows all the positions that are part of the EOC Finance & Administration Section.

JobAid: Finance & Administration Chief/Coordinator

POSITION OVERVIEW	Responsible for the financial support, response, and recovery for the incident
REPORT TO	MANAGEMENT EOC DIRECTOR
PLANS & REPORTS	 ASSESS, TRACKS, AND ORGANIZE COST OF IMPLIMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES	 <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		Ensure that all financial records are maintained throughout the emergency.
		Ensure that all on-duty time is recorded for all emergency response personnel.
		Ensure that all on-duty time sheets are collected from EOC staff; Departments are collecting these from DOC staff, and Field Supervisors /Incident Commanders are for their staff.
		Ensure there is a continuum of the payroll process for all employees responding to the emergency.
		Determine/remind individuals of purchase order limits for the procurement function in Logistics.
		Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time.
		Ensure that all travel and expense claims are processed within a reasonable time.
		Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
		<ul style="list-style-type: none"> • Activate units within the Finance/Administration Section as required. • Monitor section activities continuously and modify the organization as needed.
		Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
		Supervise the Finance/Administration Section.
ACTIVATION		
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)
		Assist with EOC Set-up (If not already fully set-up).
		Check workstation to ensure readiness.

	TIME	STATUS C=Complete I=In-Progress P=Pending
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
	Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.	
	Based on the situation, activate units within section as needed and designate Unit Coordinators for each element: <input type="checkbox"/> Time Keeping Unit <input type="checkbox"/> Cost Accounting Unit <input type="checkbox"/> Compensation & Claims Unit <input type="checkbox"/> Purchasing Unit <input type="checkbox"/> Recovery Unit	
	Ensure that sufficient staff are available for a 24-hour schedule, or as required.	
	<ul style="list-style-type: none"> • Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures. • Determine the level of purchasing authority to be delegated to Logistics Section. 	
	Meet with all Unit Leaders and ensure that responsibilities are clearly understood.	
	In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.	
	Notify the EOC Director when the Finance/Administration Section is operational.	
	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE		
	Ensure that Finance/Administration Section position logs and other necessary files are maintained.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.	
		Participate in all Action Planning meetings.	
		Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.	
		Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.	
		Ensure that the Recovery Unit maintains all financial records throughout the emergency.	
		Ensure that the Time Keeping Unit tracks and records all agency staff time.	
		In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	
		Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable timeframe, given the nature of the situation.	
		Ensure that the Time-Keeping Unit processes all timesheets and travel expense claims promptly.	
		Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.	
		Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	

	TIME	STATUS C=Complete I=In-Progress P=Pending
	Provide all completed documentation to the Documentation Unit	
	Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION		
	Deactivate appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
	<ul style="list-style-type: none"> • Identify staff to support on-going Recovery Operations and Recovery Plan. • Advise identified staff on their continual support role. 	
	Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to departure.	
	Clean up your work area before you leave.	
	Provide a forwarding phone number where you can be reached.	
	Be prepared to provide input to the after-action report.	
TERMINATION		
	Transition over to Recovery Operations and support Recovery Manager in tracking per project costs as directed by FEMA cost recovery and public assistance guidelines.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Time Keeping Unit

POSITION OVERVIEW	Responsible for working with all Department Liaisons and Sections to ensure field units track hours worked by personnel and volunteers & preparing daily personnel time recording documents.
REPORT TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR
PLANS & REPORTS	 SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES	 <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • RESOURCE TRACKING • EOC-205A COMMUNICATION LIST • EOC-210 RESOURCE STATUS CHANGE • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		Track, record, and report all on-duty time for personnel working during the emergency.
		Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.
		Supervise the Time Keeping Unit.
ACTIVATION		
		Check in at the EOC ⓘ (FORM EOC-211, FORM EOC-205A)
		Assist with EOC Set-up (If not already fully set-up)
		Check workstation to ensure readiness
		Wear identification vest and read over job aid.
		Receive situation, section and position briefing from available and appropriate personnel.
		Ensure readiness to maintain concise records of position activities ⓘ (FORM EOC-214)
RESPONSE		
		Establish and maintain a time keeping system. ⓘ (FORM EOC-211) ⓘ (FORM RESOURCE TRACKING) ⓘ (FORM EOC-210)
		<ul style="list-style-type: none"> • Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift. • Ensure that time records are accurate and prepared in compliance with policy.
		<ul style="list-style-type: none"> • Obtain complete personnel rosters from the Personnel Unit. • Rosters must include all EOC personnel as well as personnel assigned to the field level.
		Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Establish a file for each employee or volunteer within the first operational period. Maintain a fiscal record for as long as the employee is assigned to the response. 	
		Keep the Finance/Administration Section Coordinator informed of significant issues affecting the Time-Keeping Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by Finance/Administration Section Coordinator and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Compensation & Claims Unit

POSITION OVERVIEW	Responsible for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident
REPORT TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR
PLANS	 SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES	 <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-208 SAFETY MESSAGE • EOC-211 CHECK-IN LIST • EOC-215A SAFETY ANALYSIS • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • EOC-227 CLAIMS LOG <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.	
		Complete all forms required by worker's compensation program.	
		Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.	
		Supervise the Compensation and Claims Unit.	
ACTIVATION			
		Check in at the EOC. ⓘ (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities. ⓘ (FORM EOC-214)	
RESPONSE			
		Establish and maintain a compensation and claims system.	
		Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency. ⓘ (FORM EOC-227)	
		Investigate all injury and damage claims as soon as possible.	
		Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time frame consistent with jurisdiction's policy & procedures.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Safety Officer regarding the mitigation of hazards. ⓘ (FORM EOC-208) ⓘ (FORM EOC-215A)	
		Keep the Finance/Administration Coordinator informed of significant issues affecting the Compensation and Claims Unit.	
		Forward all equipment or property damage claims to the Recovery Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. ⓘ (FORM USE CURRENT POSITION JOBAID) ⓘ (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. ⓘ (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		<ul style="list-style-type: none"> • Deactivate position when authorized by EOC Director and directed by Section Coordinator. • Follow Demobilization Unit Leader directions/plan. 	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

JobAid: Purchasing Unit

POSITION OVERVIEW	Responsible for financial matters involving vendor contracts
REPORT TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR
PLANS	 SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES	 <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY	 <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES	 <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL	 <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
		Coordinate vendor contracts not previously addressed by existing approved vendor lists.
		Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
		Supervise the Purchasing Unit.
ACTIVATION		
		Check in at the EOC. ⓘ (FORM EOC-211, FORM EOC-205A)
		Assist with EOC Set-up (If not already fully set-up).
		Check workstation to ensure readiness.
		Wear identification vest and read over job aid.
		Receive situation, section and position briefing from available and appropriate personnel.
		Ensure readiness to maintain concise records of position activities. ⓘ (FORM EOC-214)
RESPONSE		
		Establish and maintain a purchasing system.
		Review the emergency purchasing procedures.
		Prepare and sign contracts as needed, be sure to obtain concurrence from the Finance/ Administration Section Coordinator.
		Ensure that all contracts identify the scope of work and specific site locations.
		Negotiate rental rates not already established, or purchase price with vendors as required.
		Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Finalize all agreements and contracts, as required.	
		Complete final processing and send documents to Budget and Payroll for payment.	
		Verify costs data in the pre-established vendor contracts and/or agreements.	
		In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	
		Keep the Finance/Administration Section Coordinator informed of all significant issues involving the Purchasing Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 📄 (FORM USE CURRENT POSITION JOBAID) 📄 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 📄 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director and directed by Section Coordinator. Follow Demobilization Unit Leader directions/plan. 	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

JobAid: Recovery Unit

<p>POSITION OVERVIEW</p>	<p>Responsible for executing procedures to capture and document costs relating to a disaster/emergency</p>
<p>REPORT TO</p>	<p>FINANCE & ADMINISTRATION CHIEF/COORDINATOR</p>
<p>PLANS & REPORTS</p>	<div data-bbox="386 506 483 604" style="display: inline-block; vertical-align: middle;"> </div> <p>SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES</p> <p>AFTER ACTION REPORT</p>
<p>FORMS, GUIDES</p>	<div data-bbox="386 785 483 884" style="display: inline-block; vertical-align: middle;"> </div> <p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>GUIDES</p> <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
<p>TECHNOLOGY</p>	<div data-bbox="386 1016 483 1115" style="display: inline-block; vertical-align: middle;"> </div> <ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
<p>RESOURCES</p>	<div data-bbox="386 1142 483 1241" style="display: inline-block; vertical-align: middle;"> </div> <ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
<p>PROFESSIONAL CREDENTIAL</p>	<div data-bbox="386 1255 483 1354" style="display: inline-block; vertical-align: middle;"> </div> <p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Determine impacts of the emergency requiring recovery planning.	
	Initiate recovery-planning meetings with appropriate individuals and agencies.	
	Develop the initial recovery plan and strategy for the jurisdiction.	
	Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.	
	Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.	
	Supervise the Recovery Unit.	
ACTIVATION		
	Check in at the EOC. (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up).	
	Check workstation to ensure readiness.	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities. (FORM EOC-214)	
RESPONSE		
	Establish and maintain a recovery system.	
	Monitor the current situation report to include recent updates and determine overall impacts of the emergency.	
	Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.	

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.	
		Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.	
		Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.	
		Develop a recovery plan and strategy for the jurisdiction or agency.	
		Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.	
		In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. • (FORM USE CURRENT POSITION JOBAID) • (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. • (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director and directed by Section Coordinator. Follow Demobilization Unit Leader directions/plan. 	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	

EOP Part 2 EOC Management

	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Assists the EOC Coordinator and Planning & Intelligence Section with preparing the After-Action Report. 🚫 (REPORT AFTER ACTION)	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____

Date:

Time: _____ **am / pm**

PAGE IS INTENTIONALLY BLANK

4 EOC Forms & Tools

4.1 EOC Action Planning

EOC Action Planning is a process that allows for the coordination of EOC activities and the development of the EOC Action Plan.

The EOC Action Plan (EAP) is a printed document which outlines the priorities and planned response of the organization for a defined operational period (time period).

During the initial stages of incident management, EOC staff must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete information. As the incident management effort evolves over time with additional lead time, staff, information, more detailed and concise EOC Action Plans are created.

Overall – planning involves the following 5 phases:

1. Understanding the situation
2. Establishing incident objectives
3. Developing the Plan
4. Preparing and Disseminating the Plan
5. Executing, Evaluating and Revising the Plan

The basis for an efficient and effective EOC Action Planning process begin with the development and maintenance of a common operating picture.

4.1.1 Common Operating Picture Guidance

In order to develop a common operating picture an emergency management organization member must exercise effective situational awareness.

Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident – knowing what is going on around you [requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards (National Response Framework).

Elements of situational awareness include:

- Perception (Gather information)
- Comprehension (Interpret information)
- Projection (Anticipate future status and needs)

Situational awareness can be obtained through the following sources:

- Responders and government agencies
- 911 centers
- Citizens

- Media
- Social media
- Non-governmental organizations (NGOs)

Situational awareness information compiled together is used to develop a common operating picture.

A common operating picture is a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing (NRF Resource Center).

Having a common operating picture enables:

- Effective and timely decision-making
- Increase collaboration among all responders and disseminates pertinent information
- Improve incident safety
- Inform predictions and proactive response
- Help ensure consistency of messages

A common operating picture contains the following elements:

- Data: Collect bits from various sources
- Information: Bits are put together
- Intelligence: Analyze the information
- Make recommendations for decisions

Situational awareness influences the development of a common operating picture and follows the following input/output process.

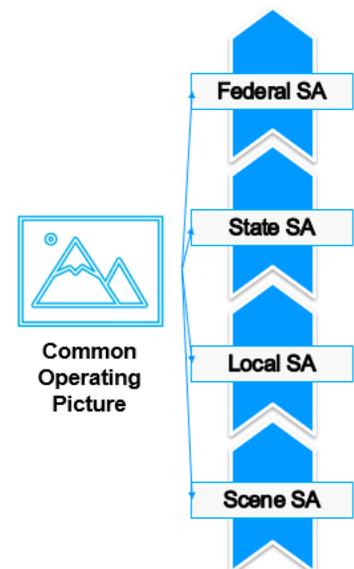


Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness as shown in the diagram on the right.

If an event is not continuously monitored and the common operating picture updated and shared, situational awareness will decrease and an inaccurate operating picture will result.

Situational awareness and common operating picture information can be shared through:

- Senior leadership briefs
- Formal reports
- Information gathered from Incident/EOC Action Plans (I/EAPs), Situation Reports (SITREPs), etc.



4.1.2 Planning P

The Planning “P” is a guide to the action planning process. The Planning “P” can be used for both smaller, short-term incidents or events, and for longer, more complex incident planning.

The Planning “P” depicts the stages in the action planning process.

The leg of the “P” includes initial steps to gain awareness of the situation and establish the organization for incident management. Steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, that continues and is repeated each operational period. In this way, the Planning “P” becomes the Planning “O” after the first operation period.

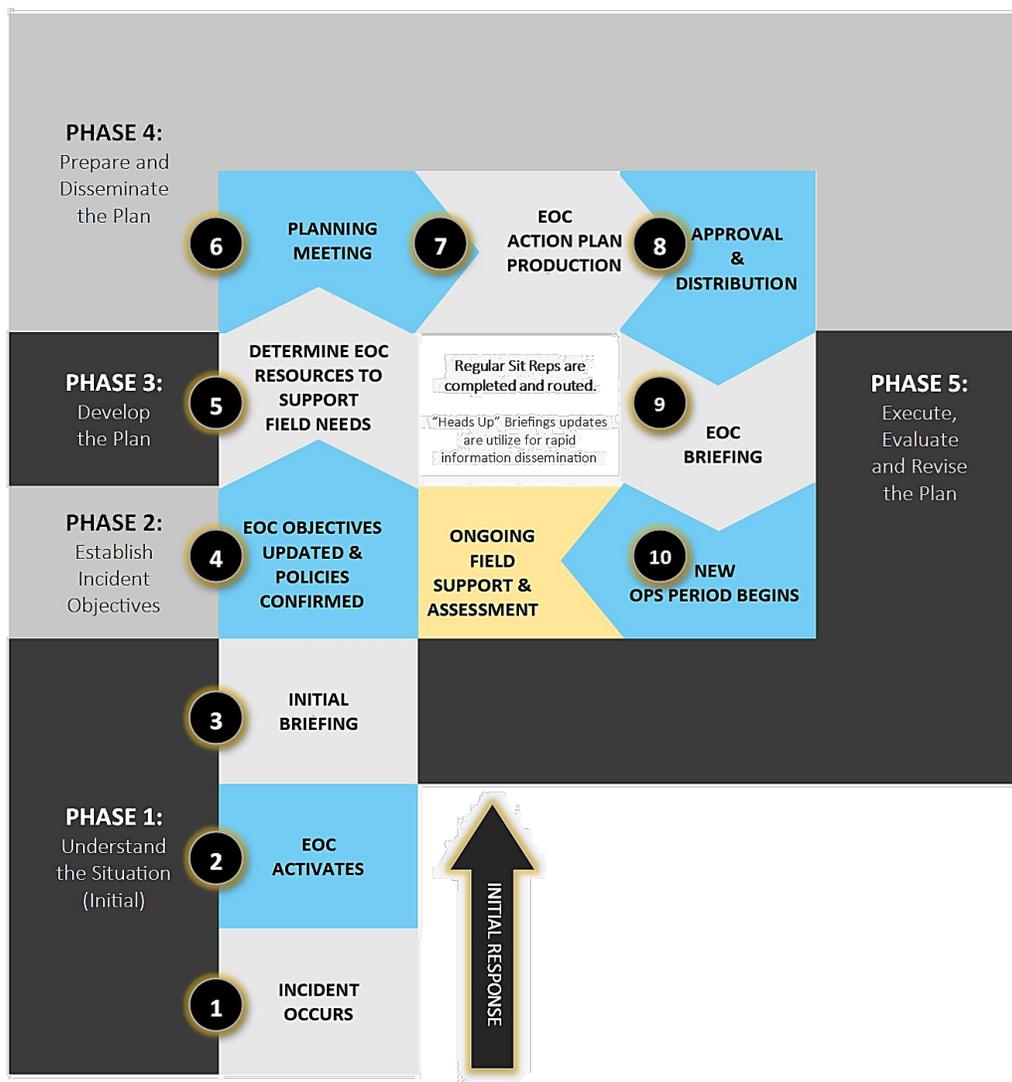


Figure: Planning P

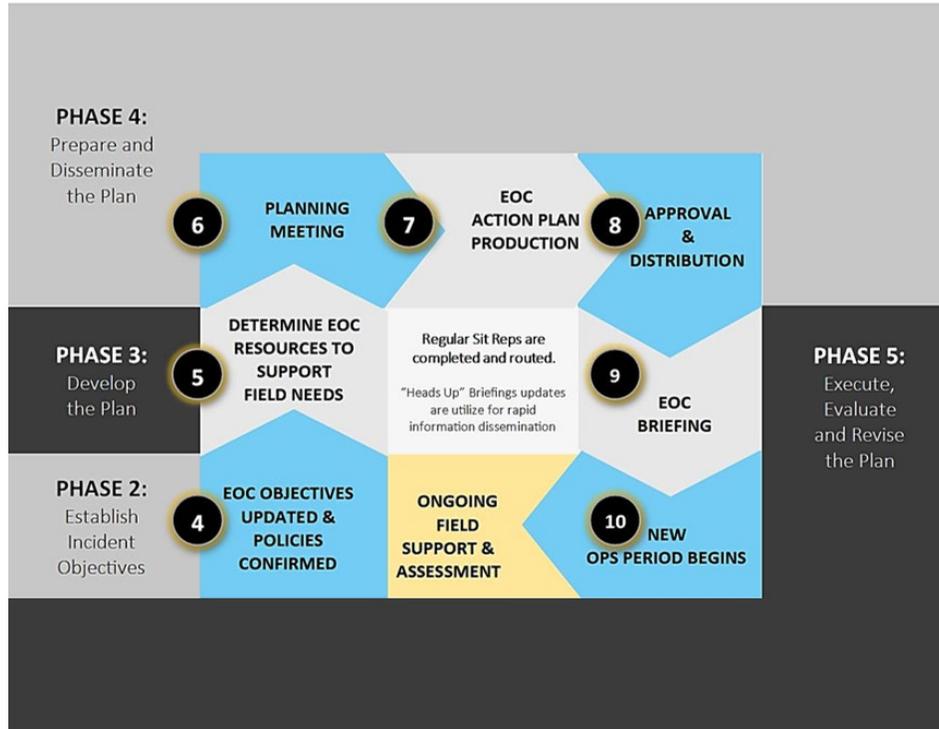
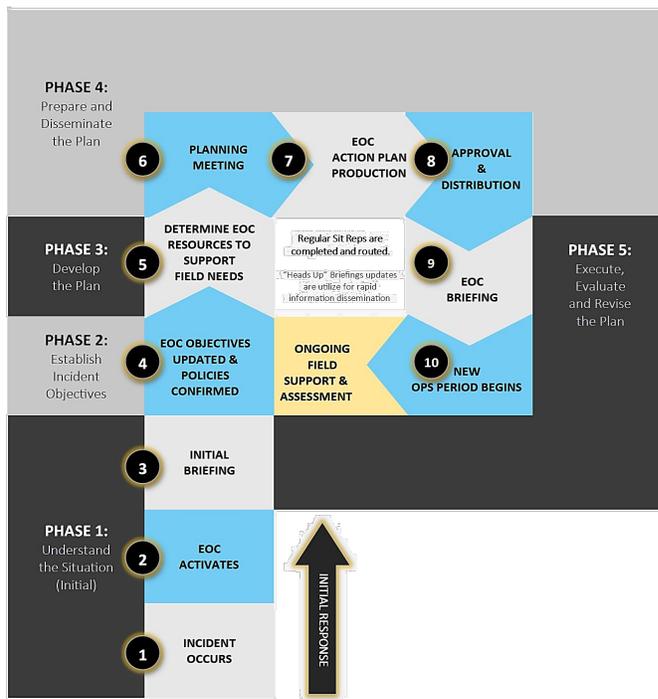


Figure: Ongoing O

4.1.3 Planning P Meeting Agendas

The following are example Planning P meeting details and agendas:



Initial Briefing Meeting (Planning P Step 3):

Meeting Called By: EOC Director

Attended By: All EOC personnel deemed necessary by the EOC Director.

Led By: EOC Director or Designee (ex: P&I Section Chief/Coordinator)

Purpose: Provide information on current on-scene operations, agency and jurisdictional concerns and establish working EOC organization.

Outcome: Organizational Structure and Common Operating Picture!

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda/Flow

- EOC Director brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Introduce EOC Management and General Staff
- Provide situation update to include:
 1. What has happened
 2. Affected areas and individuals
 3. Incident Command Post Objectives and Priorities if known (ICS-201 for Field)
 4. Activated emergency response facilities

5. Jurisdictions and agencies involved
 6. Any actions we have taken
 7. Safety Concerns
 8. Agency or jurisdiction restrictions
- Verify that Incident commander(s), Area Command(s), supporting EOCs, DOCs, and coordinating agencies have been informed that the EOC is staffed and operational.
 - Establish the following:
 - Event name
 - Operational period duration and work shift hours
 - Initial goals and objectives
 - EOC staffing organization, structure, pattern
 - Meeting schedule
 - All resource requests will be facilitated through the EOC.
 - Agree on unified logistics approach to resource ordering procedures to follow.
 - Agree on resource authorization procedures.
 - Agree on Information/Intelligence matters and the flow of information into the EOC and vetted information out of the EOC.
 - Next meeting EOC Objectives meeting.
 - Prepare for the Objectives Meeting.

Objectives Updates & Policy Confirmation Meeting

(Planning P Step 4):

Meeting Called By: EOC Director

Attended By: Management & General Staff

Led By: Planning & Intelligence Chief/Coordinator or Designee

Purpose: Develop EOC objectives to support on-scene and EOC operations and confirm policies.

Outcome: EOC objectives updated and policies confirmed.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- P&I Section Chief/Coordinator (PSC) brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review and /or update key current actions
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s) considering on-scene incident objectives/resource priorities, limitations, and constraints
- Discuss the incidents potential for the next operational period

- Review and confirm policies by EOC Management with input from General Staff which may include:
 - Managing sensitive information/intelligence
 - Information flow into and out of the EOC
 - Resource ordering process
 - Cost sharing and cost accounting (Finance/Admin.)
 - Operational security issues
 - Establishment of a JIC
- Review, document, and/or resolve status of any open actions.

Resource Meeting (Planning P Step 5):

Meeting Called By: EOC Director

Attended By: Management & General Staff (other EOC positions as appropriate)

Led By: Planning & Intelligence Chief/Coordinator or Designee

Purpose: Develop a unified EOC strategy to support emergency management and on-scene operation resource needs.

Outcome: Resources identified to support emergency management and field needs.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- P&I Section Chief/Coordinator brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review current and projected incident situation
- Review and /or update key current actions
- Review coordination and support objectives and ensures accountability for each
- Resources on-scene, en-route, and ordered are identified (Plans Section and Operations Section)
- Resource priorities are discussed P&I Section Chief/Coordinator and Operations Section Chief/Coordinator
- PSC and OSC develop strategic and resource needs
- Logs Section Chief/Coordinator verify support requirements and contributes logistics info as necessary
- Logs Section Chief/Coordinator reviews resource ordering process
- F&A Section Chief/Coordinator evaluates funding /fiscal implications
- Quick recap of the meeting and assignments
- End meeting and prepare for Planning Meeting
- Sections/Staff conduct break out meetings to fill in the information gaps that may exist
- Prepare for Planning Meeting

Planning Meeting (Planning P Step 6):

Meeting Called By: EOC Director

Attended By: Management & General Staff (other EOC positions as appropriate)

Led By: Planning & Intelligence Chief/Coordinator or Designee

Purpose: Validate EOC Action Plan components: objectives, policies, authorities, resources etc.

Outcome: Validation of EOC Action Plan.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- Planning & Intelligence Chief/Coordinator brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Situation Unit provides briefing on current situation, resources at risk, weather forecast, and incident projections.
- Planning & Intelligence Chief/Coordinator reviews coordination and support priorities, objectives, and decisions
- Operations Section Chief/Coordinator provides briefing on current operations followed with an overview on the proposed plan including strategy work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities
- Planning & Intelligence Chief/Coordinator reviews Operations Section Chief/Coordinator proposed plan to ensure that the EOC Management Priorities and operational objectives are met.
- Planning & Intelligence Chief/Coordinator reviews and validates responsibility for any open actions/tasks and management objectives.
 - Planning & Intelligence Chief/Coordinator conducts round robin of EOC Management Group and Management Staff members to solicit their final input and commitment to the proposed plan.
 - Logistics Section Chief/Coordinator covers transport, communications and supply updates and issues,
 - Finance Section Chief/Coordinator covers fiscal issues,
 - Public Information Officer covers public affairs and public information issues,
 - Liaison Officer covers interagency issues, and
 - Safety Officer covers any safety concerns or considerations

- Planning & Intelligence Chief/Coordinator requests EOC Management Group's approval of the plan as presented. EOC Management Group may provide final comments
- Planning & Intelligence Chief/Coordinator issues assignments to appropriate EOC members for developing Coordination Plan support documentation along with deadlines.
- Planning Section prepares the EOC Action Plan using the forms and /or format as described in the EOP or determined during the Planning meeting preparation phase.
- Sections conduct break out meetings to fill in the information gaps that may exist.

EOC Briefing Meeting (Planning P Step 9):

Meeting Called By: EOC Director

Attended By: All EOC personnel

Led By: Planning & Intelligence Chief/Coordinator or Designee

Purpose: To brief the oncoming shift on the EOC Action Plan and status of on-scene operations

Outcome: Oncoming shift understands EOC Action Plan and situation to execute

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- Planning & Intelligence Chief/Coordinator brings meeting to order, conducts roll call for personnel required to attend both incoming and out-going shift, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Planning & Intelligence Chief/Coordinator reviews objectives and any changes to the EOC Action Plan
- Situation Unit conducts Situation Briefing.
- Operations Section Chief/Coordinator discusses current response actions and accomplishments.
- Logistics Section Chief/Coordinator covers transport, communications, and supply updates
- Finance Section Chief/Coordinator covers fiscal issues.
- Public Information Officer covers public affairs and public information issues
- Safety Officer covers any safety concerns or considerations
- Liaison Officer covers interagency issues and Intel covers intelligence issues
- Planning & Intelligence Chief/Coordinator solicits final comments and adjourns briefing.
- Out-going Sections Chiefs/Coordinators conduct individual break out meetings with the on-coming Section Chiefs/Coordinators to complete process

4.1.4 EOC Action Plan

4.1.4.1 EOC ACTION PLAN TEMPLATE

OVERVIEW:

Event Name:

Operational Period:

Jurisdiction:

Date Prepared:

Time Prepared:

MAP SKETCH:



Prepared By:

Approved By:

SUMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS

Overall Event Priorities

Management Section Objectives

Operations Section Objectives

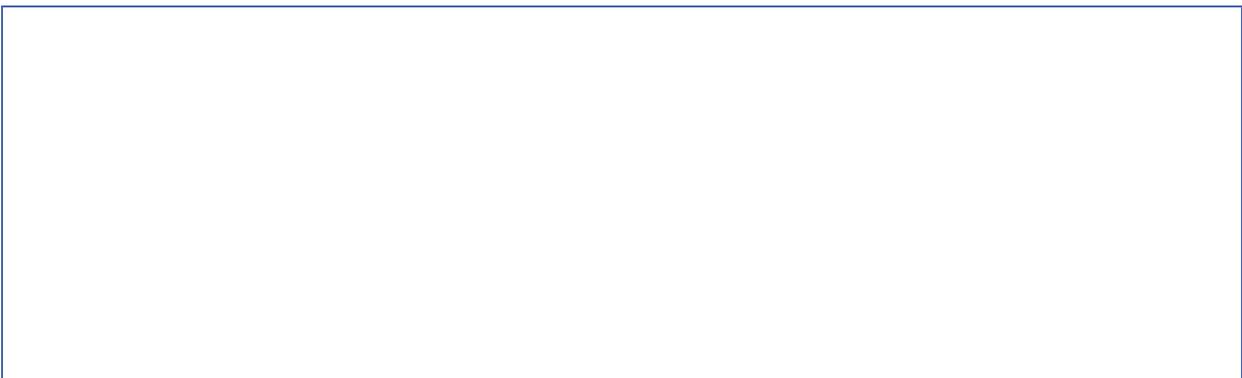
Planning Section Objectives

A large, empty rectangular box with a thin blue border, intended for writing the Planning Section Objectives.

Logistics Section Objectives

A large, empty rectangular box with a thin blue border, intended for writing the Logistics Section Objectives.

Finance/ Administration Section Objectives

A large, empty rectangular box with a thin blue border, intended for writing the Finance/ Administration Section Objectives.

Organizational Chart:



Weather Impacts on Operations:

Weather Forecast 5-Day

Weather Maps:

Additional Attachments

Click here to enter text.

PAGE IS INTENTIONALLY BLANK

4.1.4.1 EOC Action Plan [Example]

OVERVIEW:

Event Name: *Earthquake*

Operational Period: *1*

Jurisdiction: *Galt*

Date Prepared: *mm/dd/yyyy*

Time Prepared: *9:00am*

MAP SKETCH:



Prepared By: *First Last, Planning Section Chief*

Approved By: *First Last, EOC Director*

SUMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS

Overall Event Priorities

1. Life safety
2. Incident stabilization
3. Preservation of the Environment/Property
4. Damage Assessments

Management Section Objectives

1. In the next hour proclaim a Local Emergency
2. In the next hour issue a mass notification message with basic direction to affected residents reminding them of jurisdictional earthquake protocol
4. In the next 2 hours brief jurisdictional leadership on status of situation
5. In the next 6 hours set-up a call center and form a joint information center with larger jurisdiction

Operations Section Objectives

6. In the next 6 hours access main roads in jurisdiction to determine if they are safe and passable for first responder vehicles
8. In the next 24 hours identify at least safe locations for displaced residents and set-up 1 shelter locations
9. In the next 24 hours assess and tag priority 1 pre-identified buildings in jurisdiction
11. In the next 24 hours, assess debris conditions and develop a removal plan

Planning Section Objectives

7. In the next 12 hours complete 1 planning cycle and distribute EOC action plan

Logistics Section Objectives

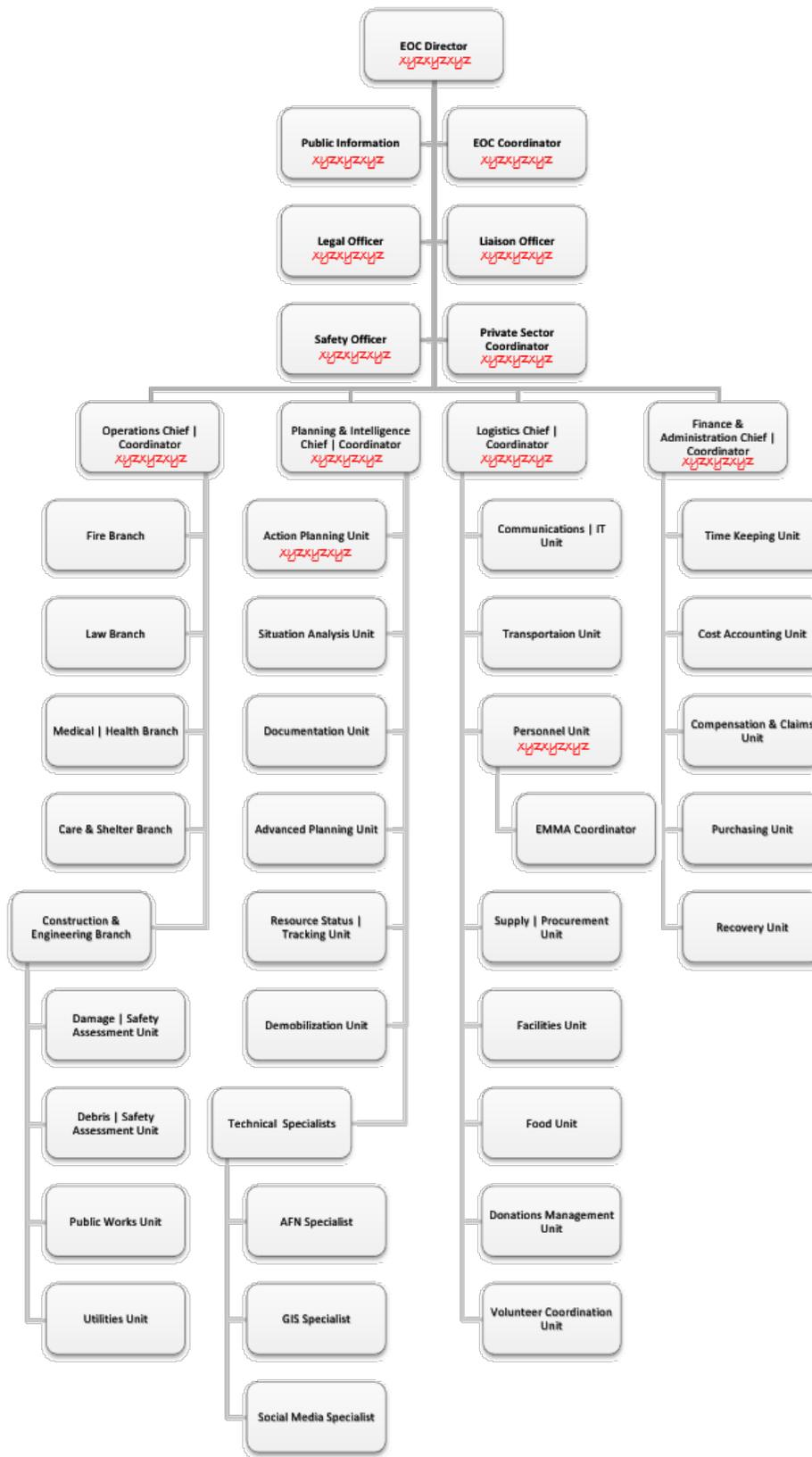
10. In the next 24 hours, identify needs and work on requesting/procuring and providing preliminary life sustaining commodities for citizens

Finance/ Administration Section Objectives

3. In the next hour set-up incident project code to begin tracking cost associated with incident

Organizational Chart:

EOP Part 2 EOC Management



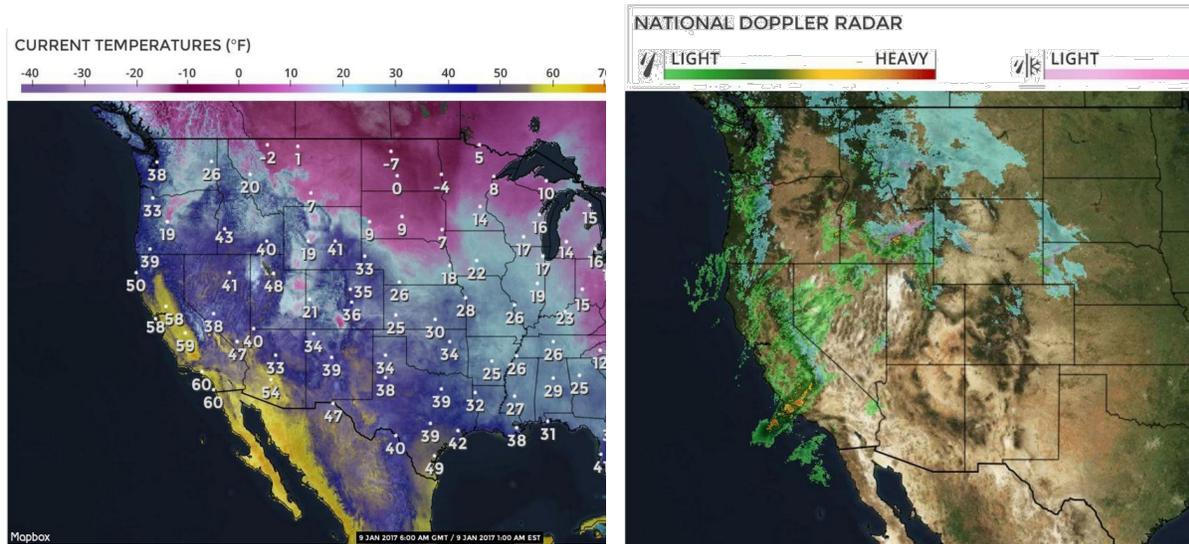
Weather Impacts on Operations:

None are forecasted.

Weather Forecast 5-Day

DAY		HIGH/LOW	PRECIP	WIND	HUMIDITY	UV INDEX	SUNRISE	SUNSET
TONIGHT JAN 8		--/49°	10%	SW 14 mph	91%	0 of 10	↑ 7:24 am ↓ 5:03 pm	
MON JAN 9		54°/49°	20%	SSW 15 mph	82%	1 of 10	↑ 7:24 am ↓ 5:04 pm	
TUE JAN 10		54°/49°	100%	SSE 24 mph	96%	0 of 10	↑ 7:24 am ↓ 5:05 pm	
WED JAN 11		55°/41°	20%	SW 13 mph	78%	2 of 10	↑ 7:24 am ↓ 5:06 pm	
THU JAN 12		50°/37°	20%	N 10 mph	82%	2 of 10	↑ 7:24 am ↓ 5:07 pm	
FRI JAN 13		55°/39°	0%	N 7 mph	59%	2 of 10	↑ 7:23 am ↓ 5:09 pm	

Weather Maps:



Additional Attachments

None.

PAGE IS INTENTIONALLY BLANK

4.1.5 EOC Forms

The table below list all available EOC forms.

Note that these forms can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Form
1.	FORM_EOC 201_Incident Briefing	 FORM_EOC 201_Incident Briefing
2.	FORM_EOC 202_Incident Objectives	 FORM_EOC 202_Incident Objectives
3.	FORM_EOC 205A_Communication List	 FORM_EOC 205A_Communication List
4.	FORM_EOC 207_Organization Chart	 FORM_EOC 207_Organization Chart
5.	FORM_EOC 208_Safety Message	 FORM_EOC 208_Safety Message
6.	FORM_EOC 209_Incident Status Summary	 FORM_EOC 209_Incident Status Summary
7.	FORM_EOC 210_Resource Status Change	 FORM_EOC 210_Resource Status Change
8.	FORM_EOC 211_Check-In	 FORM_EOC 211_Check-In.docx
9.	FORM_EOC 213_Resource Request	 FORM_EOC 213_Resource Request
10.	FORM_EOC 214_Activity Log	 FORM_EOC 214_Activity Log.doc

#	Name	Form
11.	FORM_EOC 215_Resource Planning Worksheet	 FORM_EOC 215_Resource Plann
12.	FORM_EOC 215A_Safety Analysis	 FORM_EOC 215A_Safety Analysis
13.	FORM_EOC 226_Individual Performance Rating	 FORM_EOC 226_Individual Perf
14.	FORM_EOC 227_Claims Log	 FORM_EOC 227_Claims Log.doc
15.	FORM_EOC 230_Daily Meeting Schedule	 FORM_EOC 230_Daily Meeting S
16.	FORM_F&A_Cost Worksheet	 FORM_F&A_Cost Worksheet.docx
17.	FORM_F&A_Initial Damage Estimate	 FORM_F&A_Initial Damage Estimated
18.	CalEOC IDE	 CalEOC IDE.pdf
19.	FORM_LOGS_DSWV Registration 2013	 FORM_LOGS_DSWV Registration 2013.doc
20.	FORM_LOGS_Resource Request	 FORM_LOGS_Resource Request.docx
21.	FORM_LOGS_Resource Tracking	 FORM_LOGS_Resource Tracking.xlsx
22.	FORM_MGT Media Briefing Schedule	 FORM_MGT Media Briefing Scheduled

#	Name	Form
23.	FORM_MGT_Disaster Assistance Directory	 FORM_MGT_Disaster Assistance Directory.docx
24.	FORM_MGT_Media Call	 FORM_MGT_Media Call.docx
25.	FORM_MGT_Press Release	 FORM_MGT_Press Release.docx
26.	FORM_MGT_Proclamation Resolutions	 FORM_MGT_Proclamation Resolutions.docx
27.	FORM_MGT_Public Call	 FORM_MGT_Public Call.docx
28.	FORM_OPS_Fire Deployed Resources	 FORM_OPS_Fire Deployed Resources.docx
29.	FORM_OPS_Windshield Survey	 FORM_OPS_Windshield Survey.docx

4.1.6 EOC Reports

The table below list all available EOC Report Templates.

Note that these Report Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Report Template
1.	REPORT_OPS_Agricultural Status	 REPORT_OPS_Agricultural Status.docx
2.	REPORT_OPS_Communication Status	 REPORT_OPS_Communication Status.docx

#	Name	Report Template
3.	REPORT_OPS_Energy Status	 REPORT_OPS_Energy Status.docx
4.	REPORT_OPS_Firefighting Status	 REPORT_OPS_Firefighting Status.docx
5.	REPORT_OPS_Hazmat Status	 REPORT_OPS_Hazmat Status.docx
6.	REPORT_OPS_Mass Care Status	 REPORT_OPS_Mass Care Status.docx
7.	REPORT_OPS_Public Safety Status	 REPORT_OPS_Public Safety Status.docx
8.	REPORT_OPS_Public Works Status	 REPORT_OPS_Public Works Status.docx
9.	REPORT_OPS_Search&Rescue	 REPORT_OPS_Search&Rescue.docx
10.	REPORT_OPS_Transportation Status	 REPORT_OPS_Transportation Status.docx
11.	REPORT_OPS_Utility Status	 REPORT_OPS_Utility Status.docx
12.	REPORT_P&I_Local Government After Action	 REPORT_P&I_Local Government After Action.docx
13.	REPORT_P&I_Situation Status	 REPORT_P&I_Situation Status.docx

4.1.7 EOC Plans

The table below list all available EOC Plan Templates.

Note that these Plan Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Plan Template
1.	PLAN_P&I_Advance	 PLAN_P&I_Advance.docx
2.	PLAN_P&I_Demobilization	 PLAN_P&I_Demobilization.docx
3.	PLAN_P&I_EOC Action	 PLAN_P&I_EOC Action.docx

4.1.8 EOC Guides

The table below list all available EOC Guides.

Note that these Guides can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Guides
1.	GUIDE_F&A_PA Damage Categories	 GUIDE_F&A_PA Damage Categories
2.	GUIDE_MGT_77 Most Asked Questions in an Emergency	 GUIDE_MGT_77 Most Asked Questions
3.	GUIDE_MGT_Emergency Alert System (EAS)	 GUIDE_MGT_Emergency Alert System (EAS)
4.	GUIDE_MGT_EPI-JIC SOP	 GUIDE_MGT_EPI-JIC SOP.docx

5. GUIDE_MGT_Legal Authorities	 GUIDE_MGT_Legal Authorities.docx
6. GUIDE_MGT_Recovery Plan_Project Management	 GUIDE_MGT_Recov eryPlan_Project Ma
7. GUIDE_P&I_EOC Org Chart	 GUIDE_P&I_EOC Org Chart.docx
8. GUIDE_P&I_Planning P	 GUIDE_P&I_Plannir g P.docx

PAGE IS INTENTIONALLY BLANK

