CITY OF WALNUT
CALIFORNIA

DISASTER
MANAGEMENT
AREA
PARTNERSHIP

EMERGENCY OPERATIONS PLAN

PART TWO: EOC MANAGEMENT & IMPLEMENTATION

| CITY OF WALNUT | | SEPTEMBER 31, 2021 |

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CITY OF WALNUT
EMERGENCY OPERATIONS PLAN
PART TWO: EOC MANAGEMENT & IMPLEMENTATION

2021

EMERGENCY OPERATIONS PLAN

PART TWO: EOC MANAGEMENT AND PLAN IMPLEMENTATION
September 2021

PREPARED FOR	PREPARED BY
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Table of Contents

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1 EOC Activation

1.1 EOC Purpose

The City of Walnut EOC is a central location from which the City can provide inter-agency coordination and executive decision-making in 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 Manager/Director and tactical decisions are coordinated from field response personnel. The EOC serves as a coordinated link between the Chief Elected Official (CEO) 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: City Hall	21001 La Puente Road, Walnut CA 91789
Phone Number	909-595-7543
Parking	On front and sides of building
Directions	Take Grand Ave north from the 60 Freeway. Go left (west) on La Puente Rd. City Hall located on right (north) side of street after passing Spur Trail Rd.

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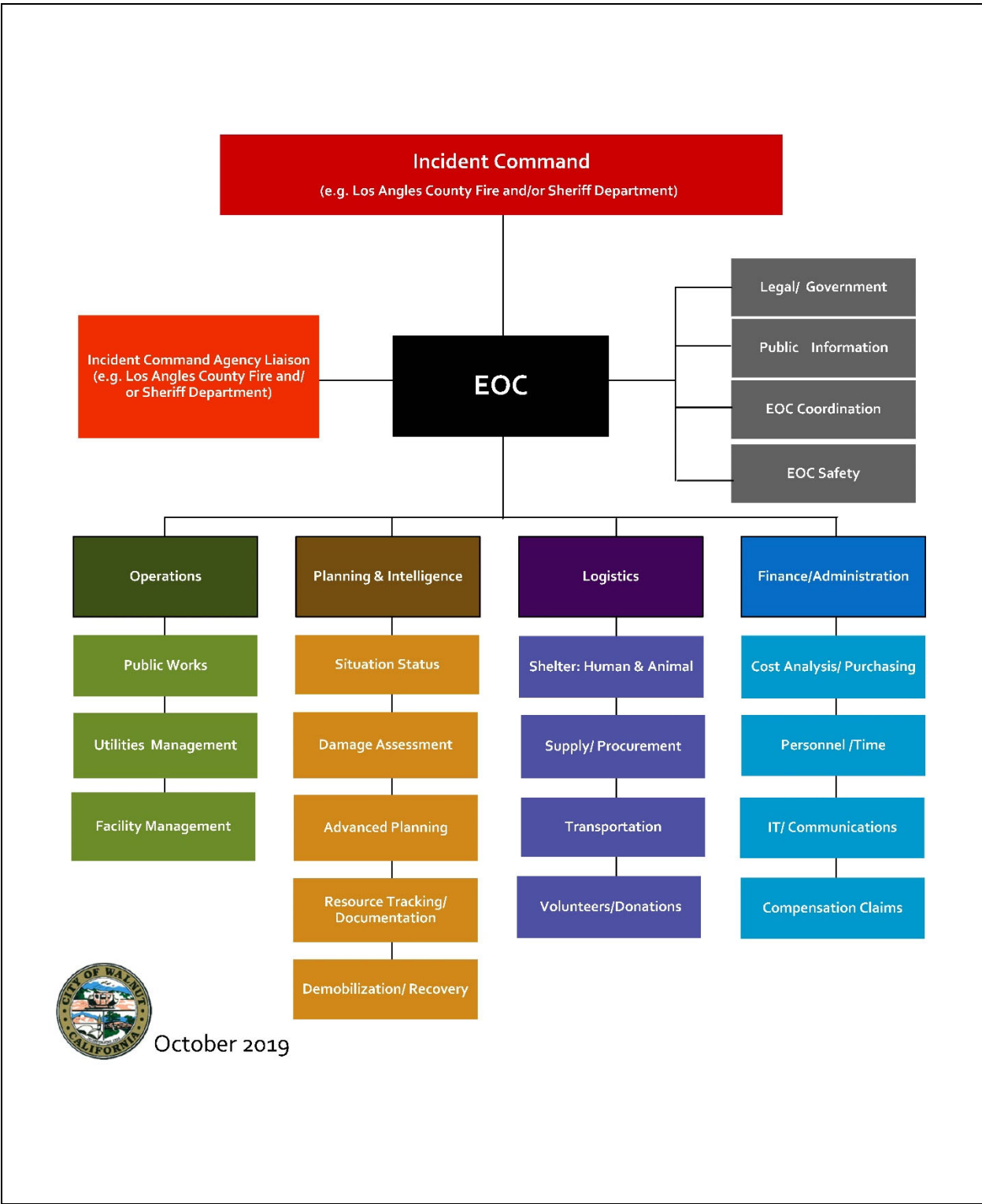
October 2019

Figure 1: EOC Area Map
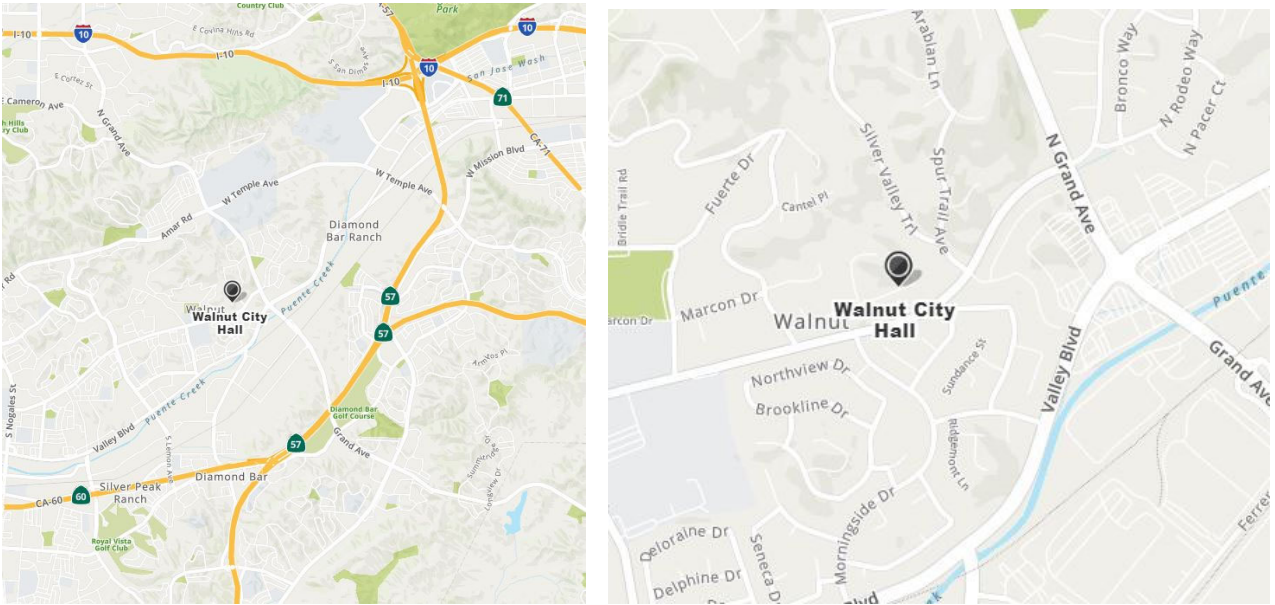
1.2.2 Alternate EOC facility

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: Maintenance Department and Recreation Services (MDRS) Office	21701 Valley Blvd., Walnut CA 91789	
Phone Number	909-598-5605	
Parking	In front of building	
Directions	Take Grand Ave north from the 60 Freeway. Go right (east) on Valley Blvd. Maintenance Services Office located on left (north) side of street after passing the Los Angeles County Walnut/Diamond Bar Sheriff's Station.	

Table 2: Alternate EOC Information: See Table 1 on Page 11

Figure 2: Alternate EOC Area Map
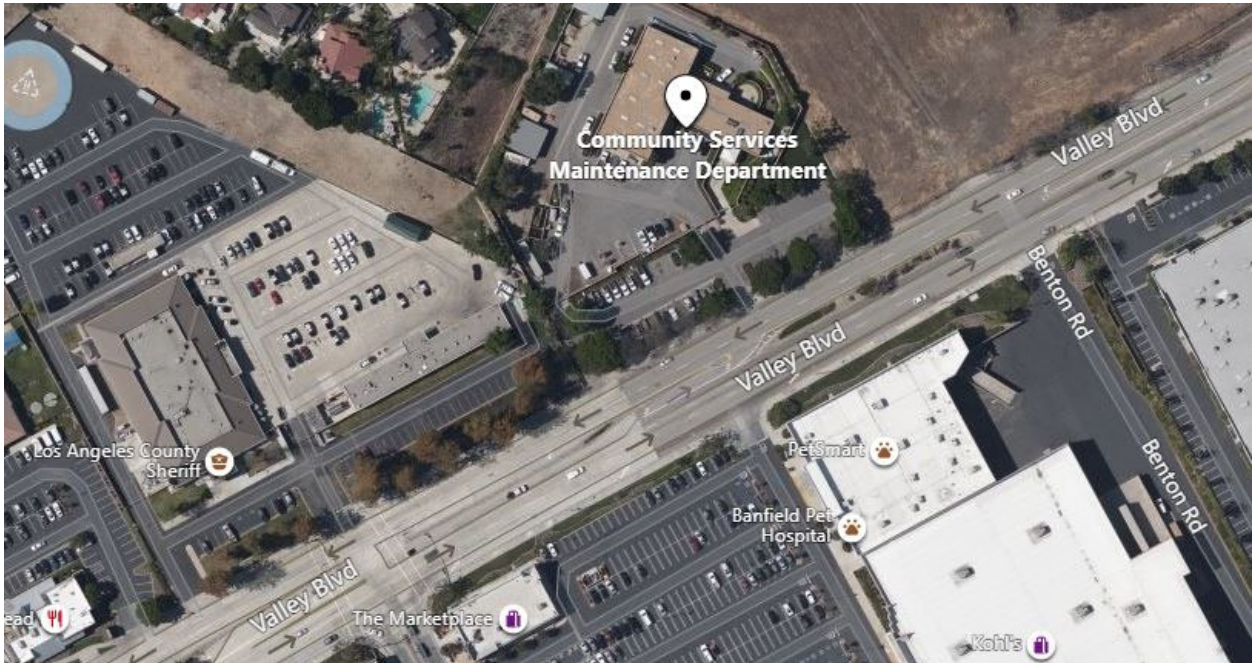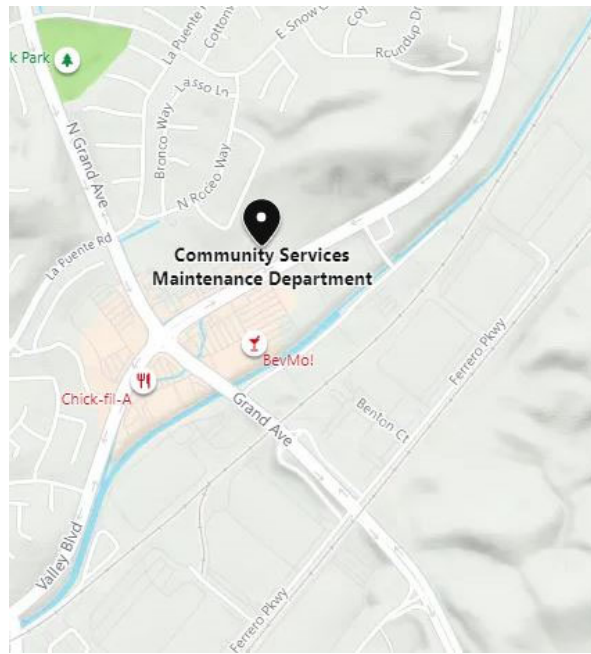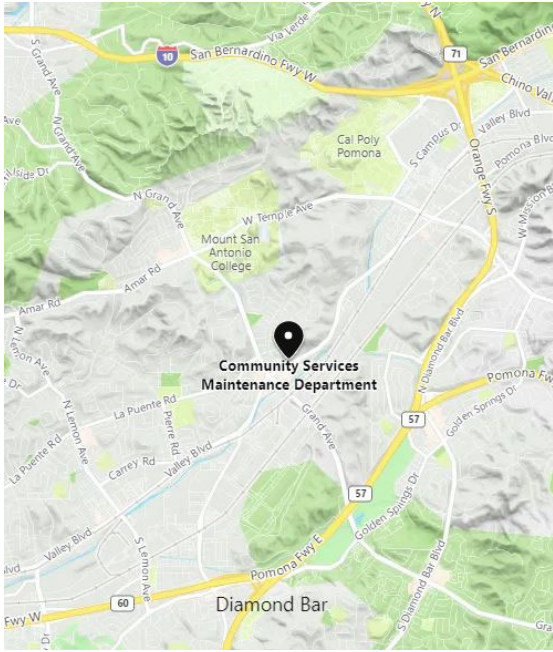
1.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate contracted Los Angeles County Service Departments (e.g. Sheriff, Fire, and/or Public Works), City departments, member jurisdictions, volunteer agencies, and/or 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 City 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 City 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 City.

1.2.3 Levels of EOC Activation

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

- City Manager
- City Manager designated alternate
- Upon the request of the City Council/Disaster Council
- Upon the request of the Field Incident Commander

The City 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 City EOC.

Table 3: EOC Activation Criteria

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	• Level Three is a minimum activation. This level may be used for situations which initially only require a few people. • A Level Three activation is also called monitoring level activation. • The physical EOC facility may or may not need to be opened or staffed.	• Events with potential impacts on the health & safety of the public and/or environment • Weather Alerts • Incident involving 2 or more City departments • Low risk planned event • Wind or rainstorm • Power outage and Stage 1 & 2 emergencies	1. EOC Manager 2. Other Designees (Such as Section Coordinators,)
Two	• 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. • A Level Two activation are also called partial level activation. • The physical EOC facility will need to be opened and staffed.	• Two or more large incidents involving 2 or more departments • Major wind or rain • Major scheduled event • Large scale power outage and Stage 3 power emergencies • Hazardous Material Incident involving large scale or possible large-scale evacuations • Moderate Earthquake	1. EOC Manager 2. Section Coordinators 3. Branches & Units as appropriate 4. Liaison/Agency Representatives as appropriate 5. Public Information Officer
One	• Level One activation involves a complete/full activation of all EOC elements & staffing. Level One would be the initial activation for any major emergency requiring acute State assistance. • A Level One activation is also called full level activation. • The physical EOC facility will need to be opened and fully staffed.	• Major County/City or Regional emergency, multiple departments with heavy resource involvement • Major Earthquake • Terrorism threat or incident	1. All EOC as appropriate

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1.3 EOC Notification/Personnel Recall

If EOC activation is required, the City EOC Coordinator will notify each EOC Section Chief, who will then notify the staff listed under their Sections on the EOC Recall List. All staff are to report to the primary EOC unless directed otherwise. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated.

The EOC Emergency Recall List includes personnel who are part of each SEMS function in the Emergency Operations Center, as well as other technical support employees of the City. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the City and poses a major threat to life, property, and/or the environment.

Maintenance of Emergency Recall List: The City EOC Coordinator maintains the Emergency Recall List. The EOC Coordinator ensures that City Departments, and the EOC have current copies of the Emergency Recall List. The Emergency Recall list is activated only when directed by one of the following City employees:

- City Manager
- City Manager designated alternate
- Upon the request of the City Council/Disaster Council
- Upon the request of the Field Incident Commander and approval of the City Manager or City Manager designated alternate

Notification Implementation:

Notifications and alerts begin with the City Manager. If the City Manager cannot be reached, other designees will be contacted until someone is reached to assume the EOC Manager/Director position.

The Incident Commander in the field will provide the City Manager or designee 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 field command, the City Manager or designee will determine what parts of the Emergency Alert List will be implemented, including what sections of the City's Emergency Operations Center will be activated and requested to respond. Once EOC activation is requested and properly authorized, the Emergency Recall List will be implemented.

Additionally, the City Manager/ EOC Director or designee, when appropriate, will personally contact and inform the City Council of the situation in the City. When the City's EOC is activated at any level, the County DMAC should be notified as part of the Emergency Recall list process.

The City Emergency Recall List consists of the following sections:

- Management
- Operations
- Planning

- Finance
- Logistics

Recall Personnel: When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations go bag, and report to the designated City 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.

It is the responsibility of each Section Chief to assign an alternate for each key position. It is also the EOC Coordinator's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. The Disaster Management Area Coordinator (DMAC) will assist in Emergency Operations training.

2 EOC Operations

2.1 Summary of EOC Operations

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

As Local Government, the City is an intermediate level of the state's emergency services organization that encompasses the city and all political subdivisions. The City 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 City 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 City'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 City 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 City 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 City 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 City 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 city 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 city departments will be coordinated within the City EOC to determine if the resource is available within City 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 City will be requested through the Operational Area level. Resource requests should be coordinated internally at the city/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 City 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 City 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. City 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 City 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 Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA.

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

Preliminary Report. The Preliminary Report form will be used by the City 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 City will be coordinated to determine if the resource is available from other departments or other sources within the City. 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 CALEOC. 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 Coastal 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 City 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 (which includes the Chiefs of each Section), 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 City EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the City's emergency response. Agency representatives from local governments including special districts, community-based organizations, volunteer services programs (VSPs), and private organizations, may also participate with EOC functional elements in coordinating the city 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

City EOC communications and coordination must be established with City field responders who are responding to the emergency. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the City EOC, via methods that are available.

When City Departments have activated their DOCs, the Field Incident Commander will continue to report directly to the Operations Section Chief in the City EOC and provide status reports to their DOC.

2.7.2 Departmental Operation Centers (DOCs)

The appropriate City EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City EOC in supporting field operations.

2.7.3 Operation 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 City 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 Operation Area EOC and neighboring City EOCs will occur along functional lines.

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

2.7.4 Private and Volunteer Agencies

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

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

2.7.5 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 City 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.

2.7.6 Region Emergency Operations Center

Direct coordination and communications with the Southern Region Emergency Operations Center (REOC) is essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Regional EOC:

• Primary Method - The REOC sends a field representative to the Operational Area

• Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems

Coordination and communications between the County EOC and the Region EOC 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 Coastal 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.

2.7.7 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 City 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 FEMA ICS Jobaids for each position in the City EOC. **Figure 4: EOC Organization Chart** below, provides an overview of the City's EOC organization.
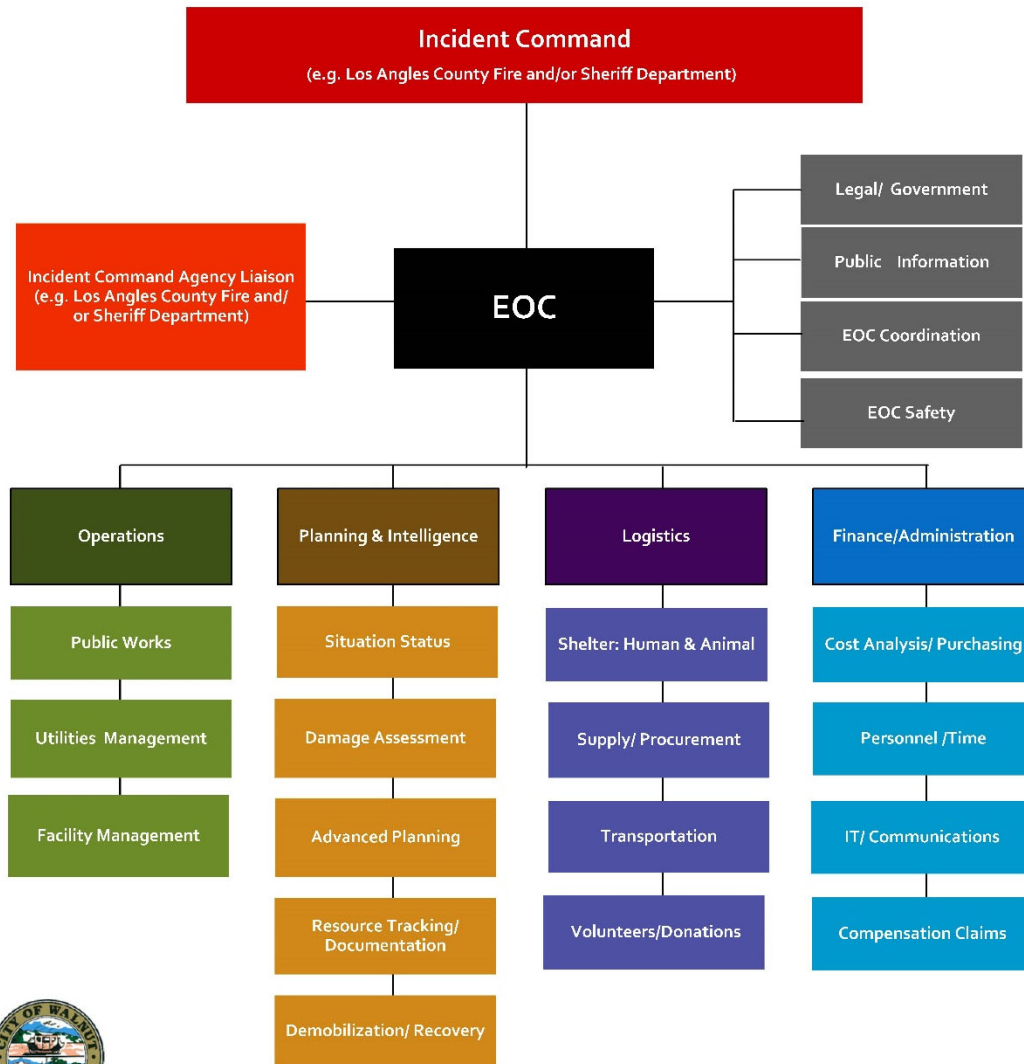
October 2019

3.1 Management Section
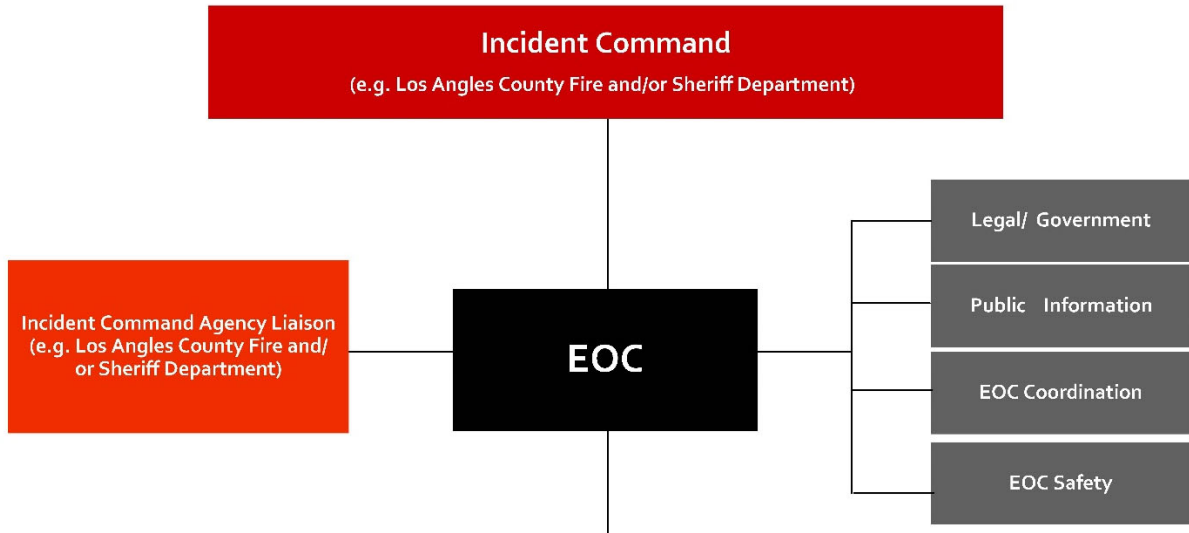
Figure 5: EOC Management Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Management Section of the City 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.

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JobAid: EOC Director

POSITION OVERVIEW		• 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**	CITY COUNCIL or DESIGNEE	

	TO ME	**GENERAL STAFF**	**MANAGEMENT STAFF**
		• Operations Section Chief/Coordinator • Planning/Intelligence Chief Section Coordinator • Logistics Section Chief/Coordinator • Finance/Administration Section Chief/ Coordinator	• EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Safety Officer • Legal Officer • Private Sector Coordinator

PLANS & REPORTS		**EOC ACTION PLAN** | REVIEW + APPROVAL **ADVANCE PLAN(S)** | REVIEW + APPROVAL **DEMOBILIZATION PLAN** | REVIEW + APPROVAL **PRESS RELEASES** | REVIEW + APPROVAL **REPORTS** | REVIEW + APPROVAL
FORMS & GUIDES		• **POSITION JOBAID** • **ALL ICS FORMS (IF USING)** • **EOC-225 FOR PD CREDENTIALING** • **PROCLAMATION RESOLUTION** **GUIDE** • **PLANNING "P"** • **RECOVERY PLAN/PROJECT MANAGEMENT**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

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

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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.	
		• 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.	
		• 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. ☐ Operations Section Chief/Coordinator ☐ Logistics Section Chief/Coordinator ☐ Planning/Intelligence Section Chief/Coordinator ☐ Finance/Administration Section Chief/Coordinator	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine needed Management Staff positions and ensure they are filled as soon as possible. ☐ EOC Coordinator ☐ Public Information Officer ☐ Rumor Control Coordinator ☐ Liaison Officer ☐ Agency Representative ☐ 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.	
		Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting. 🔲 **(FORM | EOC-202)** 🔲 **(GUIDE | PLANNING "P" GUIDE)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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. 📖 **(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. ☐ Assess the situation, define problems, set priorities, and establish strategic and **SMART** objectives for the response/recovery period ☐ Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts) ☐ 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			
		• 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)**	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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 📋 **(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. 🎨 **(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			
		Alongside Public Information Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provides a final emergency briefing of the event to EOC personnel to include: ☐ Date/time of termination. ☐ Requests all documentation developed during the event response. ☐ Instructions for support of recovery operations or assembly of the final report. ☐ Time and date of formal debrief to identify issues, lessons learned, and corrective actions. ☐ Instructions for resumption of normal operations.	
		Determine if a formal Recovery Plan is required based on a review of the technical criteria by: ☐ Length and resources required for investigating and fact-finding activities. ☐ Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations. ☐ Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information.	
		• 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. **(GUIDE | RECOVERY PLAN/PROJECT MANAGEMENT)**	
		• 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. **(GUIDE | RECOVERY PLAN/PROJECT MANAGEMENT)**	
		Turn over command to Recovery Manager.	
		Schedule Incident Debriefing.	
		• Assists with the development of a Final AAR. • Approved final AAR **(REPORT | LOCAL GOVERNMENT AFTER ACTION REPORT)**	
		Turns in completed job aids, forms, and notes to Documentation Unit.	

DISASTER MANAGEMENT AREA PARTNERSHIP

AREA DISASTER MANAGEMENT

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SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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JobAid: EOC Coordinator

POSITION OVERVIEW		• 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
REPORT	TO	**EOC DIRECTOR**
PLANS & REPORTS		• **ALL PLANS** • **ALL REPORTS**
FORMS & GUIDES		**FORMS** • **ALL** • **POSITION JOBAID** • **EOC-225 FOR PD CREDENTIALING** **GUIDES** • **ALL**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Facilitate the overall functioning of the EOC.	
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

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SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

JobAid: Legal Officer

POSITION OVERVIEW	• Provides legal counsel to the Emergency Services Director / EOC Director and all City / 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 City's / Agency's legal records and reports.
REPORT TO	**EOC DIRECTOR**
PLANS & REPORTS	**SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.**
FORMS & GUIDE	**FORM** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** • **PROCLAMATION RESOLUTION** **GUIDE** • **LEGAL AUTHORITIES**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		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).	
		Establishes areas of legal responsibility and/or potential liabilities.	
		As needed, prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical 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/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			
		Assist as necessary with Emergency Proclamation Resolution Process and Forms. **(FORM | PROCLAMATION RESOLUTION)**	
		Provide technical knowledge of jurisdictional authorities. **(GUIDE | LEGAL AUTHORITIES)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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.	
		• 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

Forwarding

Name: _____

Phone #: _____

Date: _____

Time: _____am / pm

JobAid: Liaison Officer

POSITION OVERVIEW		• 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
REPORT TO		**EOC DIRECTOR**
PLANS & REPORTS		**SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT**
FORMS		• **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**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		• 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			
		Contact Agency Representatives already on-site, ensuring that they: ☐ Have signed into the EOC ☐ Understand their role in the EOC ☐ Know their work locations ☐ Understand the EOC organization and floor plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine if additional representation is required from: ☐ Community based organizations ☐ Private organizations ☐ Utilities not already represented ☐ 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.	

		• 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.	

		• Maintain active roster of agency representatives located at the EOC
		• Roster should be distributed internally on a regular basis.
		   o **(FORM | EOC-211 JUST FOR AGENCY REPRESENTATIVES)**
		   o **(FORM | EOC-205A JUST FOR AGENCY REPRESENTATIVES)**	

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)**	

DISASTER
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AREA
PARTNERSHIP

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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.	
		• 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

DISASTER MANAGEMENT AREA PARTNERSHIP

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EMERGENCY MANAGEMENT CONSULTING

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	**FORMS** • **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** **GUIDE** • **MEDIA CENTER/JOINT INFORMATION CENTER** • **EMERGENCY ALERT SYSTEM NOTIFICATION**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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)**	
		• 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.	
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE	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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE		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 City Council, Response Partners, Community and OP Area.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____
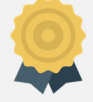
Forwarding Phone #: _____

Time: _____am / pm

JobAid: Safety Officer

POSITION OVERVIEW		• Responsible for identifying and mitigating safety hazards and situations of potential City / Agency liability during EOC operations. • Ensuring that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)
REPORT TO		**EOC DIRECTOR**
PLANS & REPORTS		**EOC ACTION PLAN** | PROVIDES INPUT **ADVANCE PLANS + REPORTS (DEMO, RECOVERY ETC.)** | PROVIDES INPUT
FORMS		• **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**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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			
		• 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)**	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE	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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

3.2 Operations Section
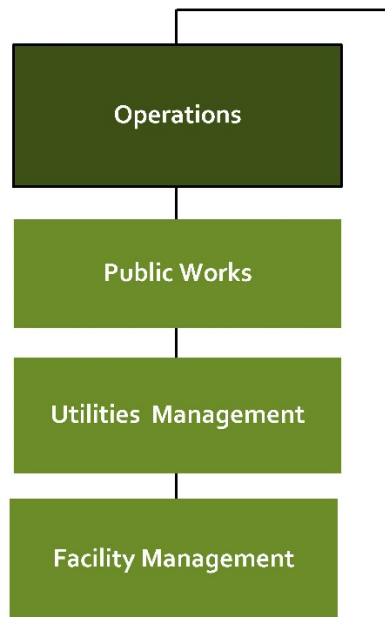
Figure 6: EOC Operations Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Operations Section of the City 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** • Fire Branch • Law Branch • Medical/Health Branch • Care & Shelter Branch	• Construction & Engineering Branch • Debris Management Unit • Public Works Unit • Utilities Unit
PLANS		**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT	
FORMS & REPORTS		**FORMS** • **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** • **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		• **LAPTOP** • **PHONE (DESK OR CELL)**	
RESOURCES		• **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**	

TYPE	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.	
		Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.	

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TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Based on the situation, activate positions/branch within the section as needed: ☐ Medical/Health Branch ☐ Construction & Engineering Branch ☐ **Damage/Safety Assessment** ☐ *Debris Management Unit* ☐ *Public Works Unit* ☐ *Utilities Unit*	
		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.	
		• 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.	
		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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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. **(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. **(FORM | EOC-215)**	
		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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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)**	

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. Turn over financial information to Finance/Administration Section Coordinator.	

TYPE	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: _____

Date: _____

**Forwarding
Phone #:** _____

Time: _____am / pm

**DISASTER
MANAGEMENT
AREA
PARTNERSHIP**

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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	• Damage/Safety Assessment Unit • Debris Management Unit • Public Works Unit • Utilities Unit
PLANS		**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT

FORMS & REPORTS	**FORMS**	**REPORTS**
	• **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**	• **PUBLIC WORKS & ENGINEERING STATUS** • **ENERGY STATUS**

TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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: • 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)**	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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).	
		• 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.	

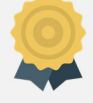| TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing 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.	
		• 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

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	**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	**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES	**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**

TYPE	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.	

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TYPE	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.	
		• 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.	

TYPE	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: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

JobAid: Debris Management Unit

POSITION OVERVIEW	Responsible for debris management and removal.
REPORT TO	**OPERATIONS |** CHIEF/COORDINATOR
PLANS	**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT
FORMS	• **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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.	

TYPE	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.	
		• 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

JobAid: Public Works Unit

POSITION OVERVIEW	Evaluates and assesses the safety and condition of roadways, bridges, and other public works infrastructure.
REPORT TO	**OPERATIONS |** CHIEF/COORDINATOR
PLANS	**EOC ACTION PLAN |** SUPPORT DEVELOPMENT
FORMS & REPORTS	**FORMS** **POSITION JOBAID** **EOC-205A COMMUNICATION LIST** **EOC-211 CHECK-IN LIST** **EOC-214 ACTIVITY LOG** **EOC-225 FOR PD CREDENTIALING** **REPORT** **PUBLIC WORKS STATUS**
TECHNOLOGY	**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES	**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**

TYPE	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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		As requested, direct staff to provide flood fighting assistance, clear debris from roadways and waterways, 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.	
		• 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: 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		• **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop and maintain a status board or other reference that 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

TYPE	TIME		STATUS
		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

TYPE	TIME		STATUS
		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. • 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.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL BRADY
EMERGENCY MANAGEMENT CONSULTING

JobAid: Utilities Unit

POSITION OVERVIEW	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
REPORT TO	**OPERATIONS |** CHIEF/COORDINATOR
PLANS	**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT
FORMS & REPORT	**FORMS** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** **REPORT** • **UTILITY STATUS**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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.	

TYPE	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

TYPE	TIME		STATUS
		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

TYPE	TIME		STATUS
		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. • 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

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

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 City 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	**STAFF** • Situation Analysis Unit • Documentation Unit • Advanced Planning Unit • Resource Status/Tracking Unit • Demobilization Unit *Technical Specialist* • *AFN Specialist* • *GIS Specialist* • *Social Media Specialist*
PLANS & REPORTS		**EOC ACTION PLAN** | OVERSEE DEVELOPMENT **ADVANCE PLANS** | OVERSEE DEVELOPMENT **OPERATION SECTION REPORTS** | OVERSEES COMPILATION & DISTRIBUTION **LOCAL GOVERNMENT AFTER ACTION REPORT** | SUPPORTS DEVELOPMENT
FORMS		• **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		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	
		Ensure that the following responsibilities of the Section are addressed as required: • 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			
		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)**	

TYPE	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: ☐ Situation Analysis Unit ☐ Documentation Unit ☐ Advanced Planning Unit ☐ Action Planning Unit ☐ Resource Status/Tracking Unit ☐ Demobilization Unit	
		Request additional personnel for the section as necessary to maintain a 24-hour operation.	
		• Establish contact with the Operational Area EOC when activated. • Coordinate Situation Analysis Reports with their Planning/Intelligence Section. o **(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.	
		• 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. o **(FORM | EOC-202)**	
		Keep the EOC Director informed of significant events.	
		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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

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EMERGENCY MANAGEMENT CONSULTING

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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.	
		Ensure that the Advance Planning Unit develops and distributes a report that highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations that 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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.	
		• 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 and/or facilitate the after-action report. 　🔄 **(REPORT | LOCAL GOVERNMENT AFTER ACTION REPORT)**	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

Time: _____ am / pm

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
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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	• **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	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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 **(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.	
		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 o **(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	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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.
		    (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. • 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

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 COMPILATION & DISTRIBUTION
FORMS & GUIDES	**FORM** • **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** • **PLANNING "P" GUIDE**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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.	
		• Ensure there are adequate staff available to collect and analyze incoming information. • Maintain the Situation Analysis Report and facilitate the Action Planning process. o **(FORM | EOC-209 OR REPORT | SITUATION STATUS)** o **(GUIDE | PLANNING "P" GUIDE)**	

TYPE	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.	
		• Oversee the preparation and distribution of the Situation Report. • Coordinate with the Documentation Unit for manual distribution and reproduction as required. o **(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	
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

TYPE	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.	
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

# SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

**Forwarding
Phone #:** _____

Time: _____ am / pm

DISASTER
MANAGEMENT
AREA
PARTNERSHIP

MICHAEL ✓ BRADY
EMERGENCY MANAGEMENT CONSULTING

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 COMPILATION & DISTRIBUTION
FORMS & REPORT	**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	**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES	**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**

TYPE	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.	

TYPE	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.	

TYPE	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. • 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

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	**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	**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES	**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**

TYPE	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.	
		• 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.	

TYPE	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.	

		• 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.
		    o **(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.	
		• 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.	

TYPE	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

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	• **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	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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)**	

TYPE	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.	
		• 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

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	• **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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).	

TYPE	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. **(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. 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ✓ BRADY
EMERGENCY MANAGEMENT CONSULTING

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Date: _____

Forwarding Phone #: _____

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 City 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 city'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.

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 • Care & Shelter Branch • Transportation Unit • Supply/Procurement Unit • Facilities Unit • Food Unit • Donations Management Unit • Volunteer Coordination Unit
PLANS		**EOC ACTION PLAN** | SUPPORT DEVELOPMENT
FORMS		• **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		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

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

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

TYPE	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: ☐ Communications Branch ☐ Transportation Unit ☐ Supply/Procurement Unit ☐ Personnel Unit ☐ Facilities Unit ☐ 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.	

TYPE	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.	

TYPE	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. • 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

JobAid: Care & Shelter Branch

POSITION OVERVIEW	Responsible for opening and operating evacuation centers and mass care facilities in the City 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	**FORMS** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** **REPORT** • **MASS CARE STATUS**
TECHNOLOGY	• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES	• **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**

TYPE	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.	
		• 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.	

TYPE	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

TYPE	TIME		STATUS
		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

TYPE	TIME		STATUS
		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. • 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.	

TYPE	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: _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

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** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** • **RESOURCE TRACKING** **REPORT** • **TRANSPORTATION STATUS**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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 that identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and material.	

TYPE	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.	
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

SHIFT/STAFF CHANGE
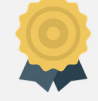
TASKS (PENDING)

NOTES

Name: _____

Date: _____

**Forwarding
Phone #:** _____

Time: _____am / pm

JobAid: EMMA Coordinator

POSITION OVERVIEW		Responsible for obtaining, coordinating, and allocating all EMMA support requests.
REPORT TO		**LOGISTICS |** SECTION CHIEF
PLANS		**EOC ACTION PLAN |** SUPPORTS DEVELOPMENT
FORMS		• **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		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	
		• Alongside Section Chief, 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.	
		• 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. 　　o **(FORM | RESOURCE REQUEST)** 　　o **(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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE	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 Section Chief 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.	
		• 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

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		**POSITION JOBAID** **EOC-205A COMMUNICATION LIST** **EOC-211 CHECK-IN LIST** **EOC-214 ACTIVITY LOG** **EOC-225 FOR PD CREDENTIALING**
TECHNOLOGY		**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES		**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**

TYPE	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.	

TYPE	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.	
		• 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.	
		• 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.	
		• 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

TYPE	TIME		STATUS
		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	

DISASTER MANAGEMENT AREA PARTNERSHIP

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TYPE	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.	
		• 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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

**Date:** _____

Forwarding
Phone #: _____

Time: _____am / pm

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		• **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	

TYPE	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.	
		• 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

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AREA
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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		• **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

			STATUS C=Complete I=In-Progress P=Pending
TYPE	**TIME**		

<table>
<tr><td colspan="4" style="background:purple;color:white">DUTIES</td></tr>
<tr><td></td><td></td><td>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.</td><td></td></tr>
<tr><td></td><td></td><td>Coordinates with the Resources Unit to track all donation resources.</td><td></td></tr>
<tr><td colspan="4" style="background:purple;color:white">ACTIVATION</td></tr>
<tr><td></td><td></td><td>Check in at the EOC
📄 (FORM | EOC-211, FORM | EOC-205A)</td><td></td></tr>
<tr><td></td><td></td><td>Assist with EOC Set-up (If not already fully set-up)</td><td></td></tr>
<tr><td></td><td></td><td>Check workstation to ensure readiness</td><td></td></tr>
<tr><td></td><td></td><td>Wear identification vest and read over job aid.</td><td></td></tr>
<tr><td></td><td></td><td>Receive situation, section and position briefing from available and appropriate personnel.</td><td></td></tr>
<tr><td></td><td></td><td>Ensure readiness to maintain concise records of position activities
📄 (FORM | EOC-214)</td><td></td></tr>
<tr><td colspan="4" style="background:purple;color:white">RESPONSE</td></tr>
<tr><td></td><td></td><td>Communicates and coordinates with external partners and NGOs to support effective donations management.</td><td></td></tr>
<tr><td></td><td></td><td>Serves as point of contact with private sector that want to donate goods and services.</td><td></td></tr>
<tr><td></td><td></td><td>Coordinates with Public Information function, including the JIC (if activated) to maintain consistent public messaging about donations.</td><td></td></tr>
<tr><td colspan="4" style="background:purple;color:white">SHIFT CHANGE/TRANSFER OF DUTIES</td></tr>
<tr><td></td><td></td><td>Provide turnover briefing to position replacement.</td><td></td></tr>
<tr><td></td><td></td><td>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)</td><td></td></tr>
</table>

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TYPE	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.	
		• 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

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EMERGENCY MANAGEMENT CONSULTING

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		• **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** • **DSWV REGISTRATION**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

DISASTER MANAGEMENT AREA PARTNERSHIP

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

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)**	

TYPE	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.	
		• 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

3.5 Finance/Administration Section

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 City 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 City and Community
• Document and Manage City costs and recovery of those costs as allowable
• Maintain a positive image for the City 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 implementation per state and federal cost recovery guidelines • Communications/IT Unit • Personnel Unit
FORMS, GUIDES		**FORMS** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	
		• 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.	

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AREA
PARTNERSHIP
AR☉A DISASTER MANAGEMENT

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EMERGENCY MANAGEMENT CONSULTING

TYPE	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: ☐ Time Keeping Unit ☐ Cost Accounting Unit ☐ Compensation & Claims Unit ☐ Purchasing Unit ☐ Recovery Unit	
		Ensure that sufficient staff are available for a 24-hour schedule, or as required.	
		• 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.	
		Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		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)**	
		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 appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		• 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

Forwarding

Name: _____   **Phone #:** _____
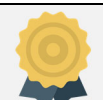
Date: _____   **Time:** _____ am / pm

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		**FORMS** • **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** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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)**	
		• 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.	
		• 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.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		• 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.	
		• 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: _____
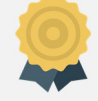
Forwarding Phone #: _____

Time: _____am / pm

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		**FORMS** • **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** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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 that 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.	

TYPE	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			
		• Deactivate position when authorized by EOC Director and directed by Section Coordinator. • 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. • 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

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		**FORMS** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	

TYPE	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			
		• Deactivate position when authorized by EOC Director and directed by Section Coordinator. • 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. • 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.	

TYPE	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:** _____

Date: _____

Forwarding Phone #: _____

Time: _____am / pm

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

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 City/Agency staff, both paid and volunteer.
REPORT TO	**LOGISTICS**	CHIEF/COORDINATOR
PLANS	**EOC ACTION PLAN**	SUPPORTS DEVELOPMENT
FORMS	**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	**LAPTOP** **PHONE (DESK OR CELL)**
RESOURCES	**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**

TYPE	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.	

		• Manage check-in
		    o **(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.
		    o **(FORM | EOC-207)**	

TYPE	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.	

		• 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.
		    o **(FORM | RESOURCE REQUEST)**
		    o **(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)**	

TYPE	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.	
		• 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

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** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** **REPORT** • **COMMUNICATION STATUS**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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)**	
SHIFT CHANGE/TRANSFER OF DUTIES			

TYPE	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			
		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.	
		• 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: _____
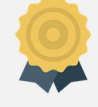
Forwarding
Phone #: _____

Time: _____am / pm

JobAid: Recovery Unit

POSITION OVERVIEW		Responsible for executing procedures to capture and document costs relating to a disaster/emergency
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** **AFTER ACTION REPORT**
FORMS, GUIDES		**FORMS** • **POSITION JOBAID** • **EOC-205A COMMUNICATION LIST** • **EOC-211 CHECK-IN LIST** • **EOC-214 ACTIVITY LOG** • **EOC-225 FOR PD CREDENTIALING** **GUIDES** • **PA DAMAGE CATEGORIES**
TECHNOLOGY		• **LAPTOP** • **PHONE (DESK OR CELL)**
RESOURCES		• **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**

TYPE	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.	

DISASTER MANAGEMENT AREA PARTNERSHIP

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

TYPE	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

TYPE	TIME		STATUS
		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

TYPE	TIME		STATUS
		• Deactivate position when authorized by EOC Director and directed by Section Coordinator. • 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. • Turn over financial information to Finance/Administration Section Coordinator.	

TYPE	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: _____

Date: _____

Forwarding
Phone #: _____

Time: _____am / pm

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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.

INPUT Information → Situational Awareness → Common Operating Picture OUTPUT

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 in 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.

Federal SA

State SA

Local SA

Scene SA

Common Operating Picture
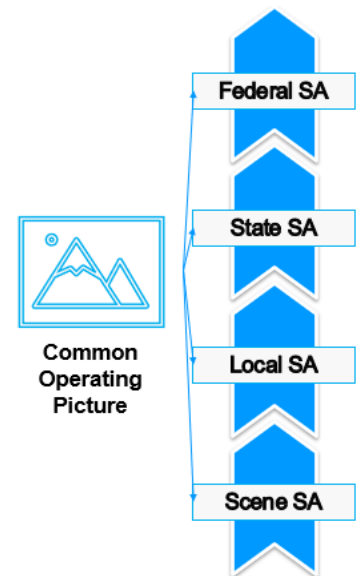
4.1.2 Planning P

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.

PHASE 4:
Prepare and Disseminate the Plan

6 — PLANNING MEETING
7 — EOC ACTION PLAN PRODUCTION
8 — APPROVAL & DISTRIBUTION

PHASE 3:
Develop the Plan

5 — DETERMINE EOC RESOURCES TO SUPPORT FIELD NEEDS

Regular Sit Reps are completed and routed.

"Heads Up" Briefings updates are utilize for rapid information dissemination

9 — EOC BRIEFING

PHASE 5:
Execute, Evaluate and Revise the Plan

PHASE 2:
Establish Incident Objectives

4 — EOC OBJECTIVES UPDATED & POLICIES CONFIRMED

ONGOING FIELD SUPPORT & ASSESSMENT

10 — NEW OPS PERIOD BEGINS

3 — INITIAL BRIEFING

PHASE 1:
Understand the Situation (Initial)

2 — EOC ACTIVATES

1 — INCIDENT OCCURS

INITIAL RESPONSE

Figure: Planning P

Figure: Ongoing O

4.1.3 Planning P Meeting Agendas

The following are example Planning P meeting details and agendas:
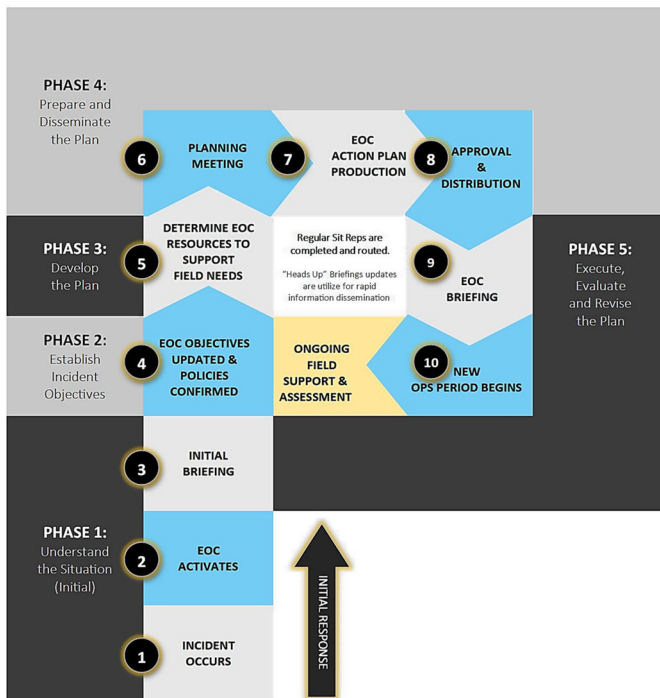
Initial Briefing Meeting
(Planning P Step 3):

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:
  o Event name
  o Operational period duration and work shift hours
  o Initial goals and objectives
  o EOC staffing organization, structure, pattern
  o 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: *EXAMPLE FOLLOWS ON PAGE 128*

OVERVIEW:

Event Name:

Operational Period:

Jurisdiction:

Date Prepared:

Time Prepared:

MAP SKETCH:

Prepared By:

Approved By:

Overall Event Priorities

Management Section Objectives

Operations Section Objectives

Planning Section Objectives

Logistics Section Objectives

Finance/ Administration Section Objectives

Organizational Chart:
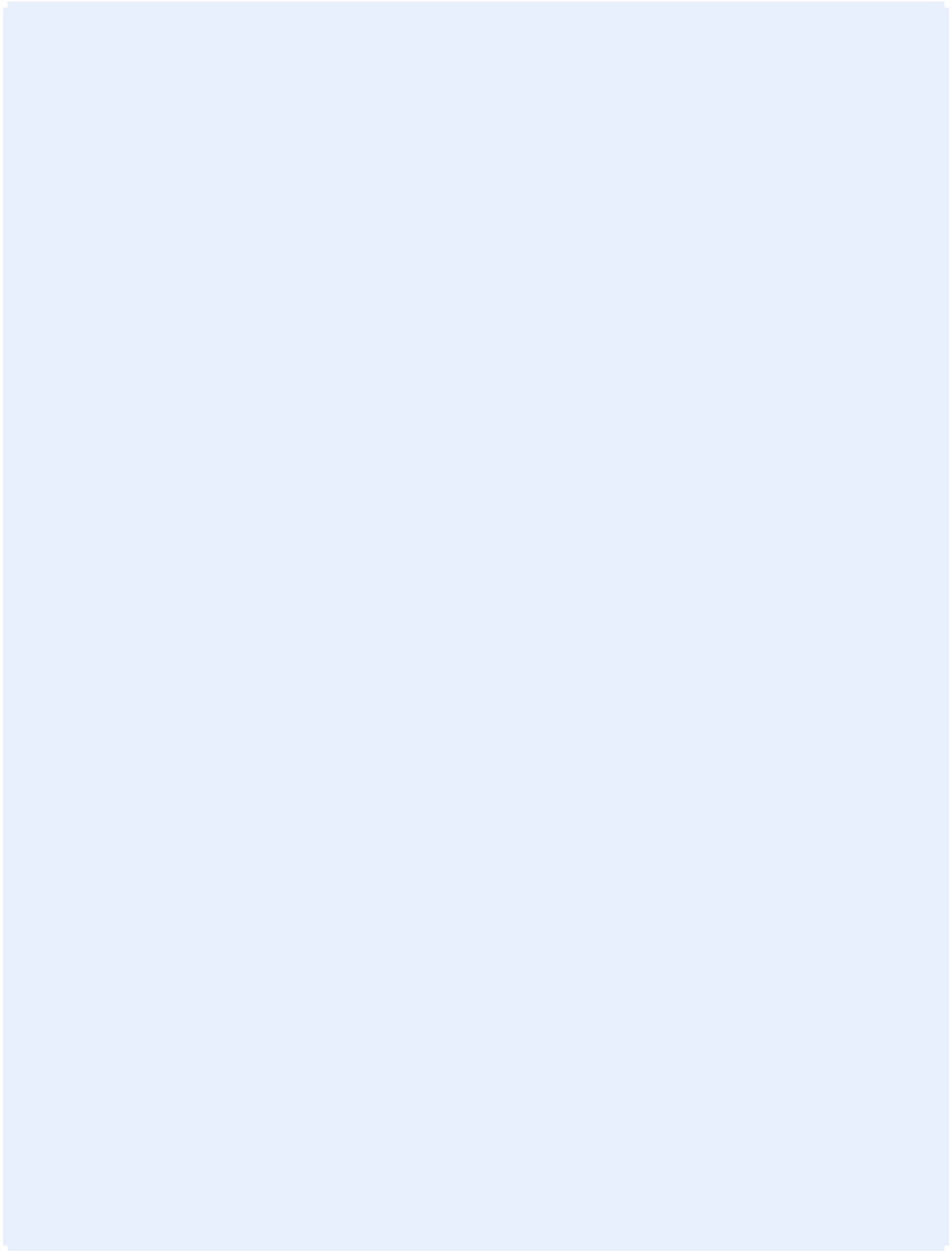
Weather Impacts on Operations:

**Weather Forecast 5-Day**

Weather Maps:

Additional Attachments

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4.1.4.1 EOC Action Plan - **Example**

OVERVIEW:

Event Name: **Earthquake**

Operational Period: **1**

Jurisdiction: **City of Walnut**

Date Prepared: **mm/dd/yyyy**

Time Prepared: **9:00 am**

MAP SKETCH:
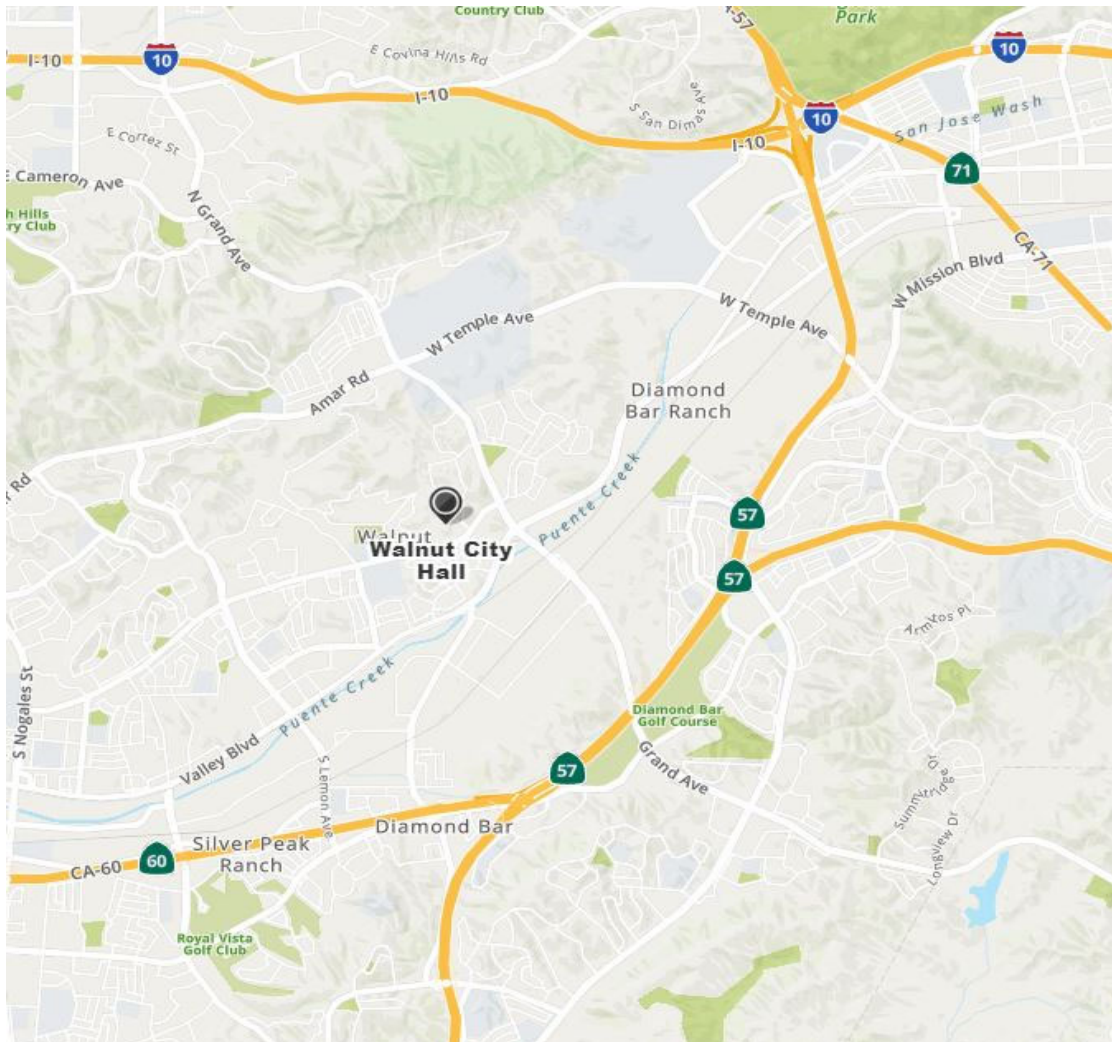
Prepared By: **First and Last Name, Planning Section Chief**

Approved By: **First and Last Name, 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**
3. **In the next 2 hours brief jurisdictional leadership on status of situation**
4. **In the next 6 hours set-up a call center and form a joint information center with larger jurisdiction**

Operations Section Objectives

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

Planning Section Objectives

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

Logistics Section Objectives

> 1. **In the next 24 hours, identify needs and work on requesting/procuring and providing preliminary life sustaining commodities for citizens**

Finance/ Administration Section Objectives

> 1. **In the next hour set-up incident project code to begin tracking cost associated with incident**

DISASTER
MANAGEMENT
AREA
PARTNERSHIP

AREA
DISASTER MANAGEMENT

MICHAEL ✓ BRADY
EMERGENCY MANAGEMENT CONSULTING

Organizational Chart:

Incident Command
(e.g. Los Angles County Fire and/or Sheriff Department)

Incident Command Agency Liaison
(e.g. Los Angles County Fire and/ or Sheriff Department)

EOC

Legal/ Government

Public Information

EOC Coordination

EOC Safety

Operations
- Public Works
- Utilities Management
- Facility Management

Planning & Intelligence
- Situation Status
- Damage Assessment
- Advanced Planning
- Resource Tracking/ Documentation
- Demobilization/ Recovery

Logistics
- Shelter: Human & Animal
- Supply/ Procurement
- Transportation
- Volunteers/Donations

Finance/Administration
- Cost Analysis/ Purchasing
- Personnel /Time
- IT/ Communications
- Compensation Claims

October 2019

Weather Impacts on Operations:

MICHAEL ☑ BRADY
EMERGENCY MANAGEMENT CONSULTING

DISASTER MANAGEMENT AREA PARTNERSHIP

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:

CURRENT TEMPERATURES (°F)

NATIONAL DOPPLER RADAR
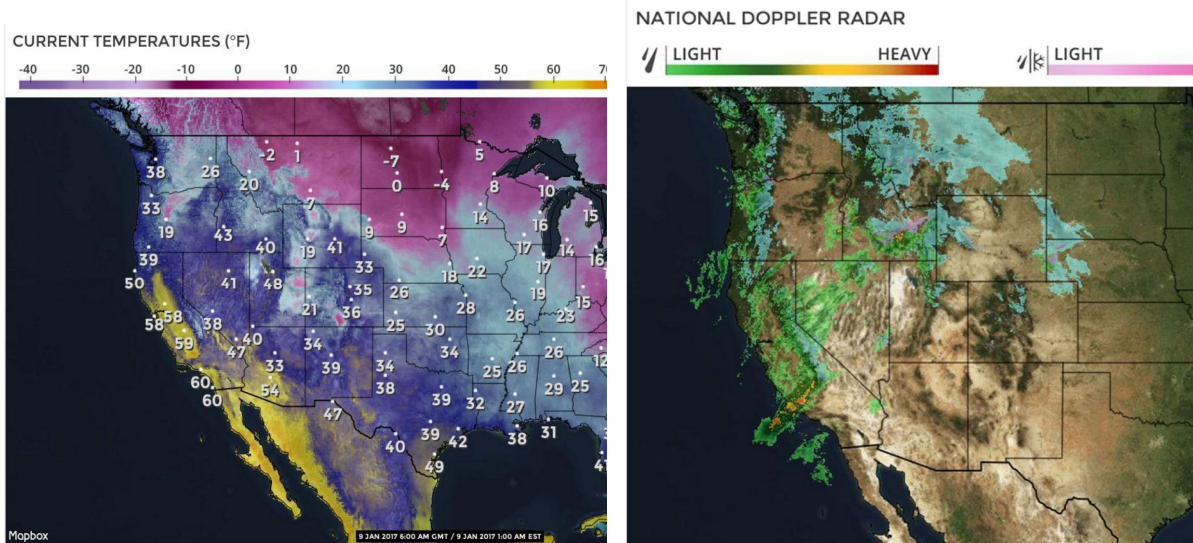
Additional Attachments

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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 Object
3.	FORM_EOC 205A_Communication List	FORM_EOC 205A_Communicatio
4.	FORM_EOC 207_Organization Chart	FORM_EOC 207_Organization Cl
5.	FORM_EOC 208_Safety Message	FORM_EOC 208_Safety Message
6.	FORM_EOC 209_Incident Status Summary	FORM_EOC 209_Incident Status
7.	FORM_EOC 210_Resource Status Change	FORM_EOC 210_Resource Status
8.	FORM_EOC 211_Check-In	FORM_EOC 211_Check-In.docx
9.	FORM_EOC 213_Resource Request	FORM_EOC 213_Resource Reque
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 Perfo
14.	FORM_EOC 227_Claims Log	FORM_EOC 227_Claims Log.docx
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 Estimate.d
18.	CalEOC IDE	CalEOC IDE.pdf
19.	FORM_LOGS_DSWV Registration 2013	FORM_LOGS_DSWV Registration 2013.d
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 Schedule.d

#	Name	Form
23.	FORM_MGT_Disaster Assistance Directory	FORM_MGT_Disaster Assistance Directo
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_Proclamarion Resolutions.
27.	FORM_MGT_Public Call	FORM_MGT_Public Call.docx
28.	FORM_OPS_Fire Deployed Resources	FORM_OPS_Fire Deployed Resources
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.d

#	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.doc
11.	REPORT_OPS_Utility Status	REPORT_OPS_Utility Status.docx
12.	REPORT_P&I_Local Government After Action	REPORT_P&I_Local Government After A
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_Demobili zation.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 Questio
3.	GUIDE_MGT_Emergency Alert System (EAS)	GUIDE_MGT_Emerg ency Alert System (E/
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_Recovery Plan_Project Mar
7.	GUIDE_P&I_EOC Org Chart	GUIDE_P&I_EOC Org Chart.docx
8.	GUIDE_P&I_Planning P	GUIDE_P&I_Planning P.docx

5 Appendix A - Resources

See EOC Contact and Resource List located in EOC Start-up Folder.

List is also provided quarterly to all Department Heads and Community Services Management Staff.

6 Appendix B - Contact List

See EOC Contact and Resource List located in EOC Start-up Folder.

List is also provided quarterly to all Department Heads and Community Services Management Staff.