

POSITION CHECKLISTS AND AIDS

This section provides checklists and flowcharts for all EOC Functions, Branches and Units required to staff the EOC in a major emergency.

It is important to note that not all positions are required for all emergencies and in some cases, one person may carry out the responsibilities of more than one position. Only those functions/positions that are needed to effectively handle the emergency should be staffed.

Position Checklists have been proven to be an effective tool during emergencies. They help guide staff who may not be familiar or practiced in their EOC role and provide useful reminders of items that should be done during an emergency. It is important that the entire checklist be read through once before initiating action items.

As emergencies and exercises are reviewed, the applicability of the checklists will be reviewed and revised as needed. The responsibility for this review lies with the EOC Director and the Emergency Program Coordinator for the jurisdiction.

Generic EOC Checklist - For All Positions

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card and vest, if available.
- Complete EOC Check-In List (EOC 511) and PEP Task Registration Form (EOC 512).
- If you are a representative from an outside (non-jurisdictional) agency register with the Liaison Officer.
- Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.
- Set up your workstation and review your position checklist, forms and flowcharts.
- Establish and maintain a position log (EOC 414) that chronologically describes the actions you take during your shift.
- Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents.
- Participate in any facility/safety orientations as required.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.
- Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use.
- Leave a forwarding phone number where you can be reached.
- Follow EOC checkout procedures. Return to Personnel Unit (in Logistics) to sign out.
- Be prepared to provide input to the After Action Report.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Policy Group

Composition could include:

- Mayor and Elected Officials, and/or
- Senior Executives

Responsibilities:

1. Provides overall emergency policy and direction to the EOC Director.
2. Sets expenditure limits.
3. Formally requests outside support/resources (e.g. Provincial and Federal support).
4. Authorizes declaration and termination of “State of Local Emergency.”
5. Provides direction for emergency public information activities.
6. Acts as a spokesperson for the jurisdiction.

Activation Phase:

- Convene as the EOC Policy Group at the EOC or designated site as recommended by the EOC Director.
- Obtain current situation status and a briefing on priority actions taken and outstanding, from the EOC Director.
- Follow the Generic Activation Phase Checklist (3.0).

Operational Phase:

- Examine need for new or temporary policies, as required to support response operations.
- Consult with EOC Director to determine appropriate expenditure limits.
- As requested prepare for and participate in any media briefings.
- Ensure adequate public information materials are being issued from the EOC.
- Consult with EOC Director and/or Legal Advisors regarding any potential legal issues and recommended courses of action.
- Consult with EOC Director to determine need for extra-ordinary resources and/or outside assistance.
- Consult with EOC Director to determine need for Declaration and Termination of “State of Local Emergency.”
- Keep apprised as to the status of the emergency event by reviewing EOC Situation Reports.

Demobilization Phase:

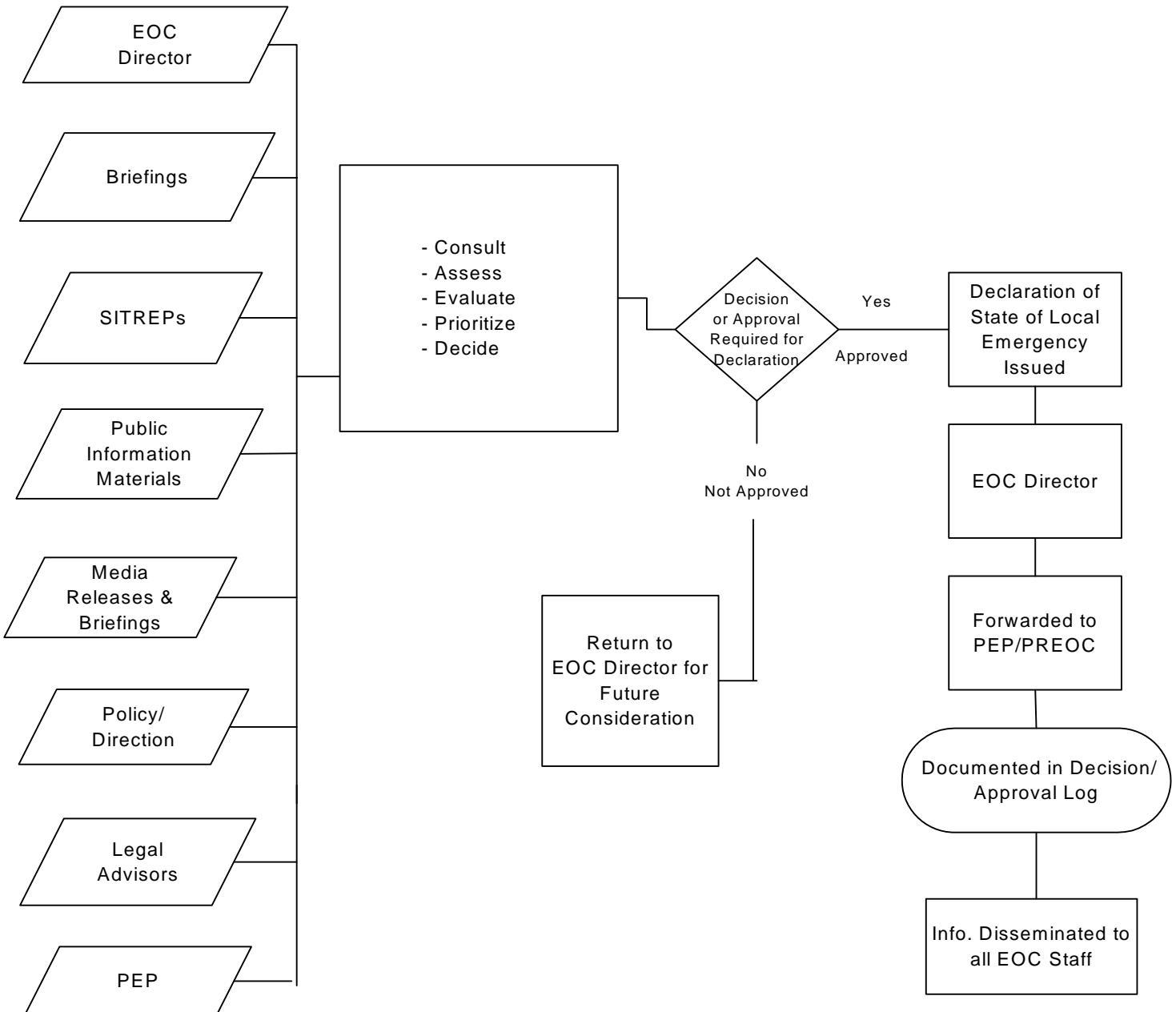
- Proclaim termination of the emergency response and have EOC proceed with recovery efforts.
- Ensure all paperwork has been forwarded to the Documentation Unit in Planning.
- Provide input to the after action report.
- Participate in formal post-operational debriefs.
- Recognize EOC staff members and response personnel for their efforts.
- Follow the Generic Demobilization Phase checklist (3.0).

POLICY GROUP

Inputs

Activities

Outputs



EOC Director

Responsibilities:

1. Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the EOC. In conjunction with Incident Commander(s), EOC General Staff and Management Staff, set priorities for response efforts in the affected area.
2. Provide support to local authorities and provincial agencies and ensure that all actions are accomplished within the priorities established.
3. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
4. Ensure that inter-agency coordination is accomplished effectively within the EOC.
5. Direct, in consultation with the Information Officer, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, and other public information materials as required.
6. Liaise with Policy Group and/or Elected Officials.
7. Ensure risk management principles and procedures are applied for all EOC activities.

Reports to:

- Policy Group

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Obtain briefing from whatever sources are available.
- Obtain PEP task number if required.
- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Respond immediately to EOC location and determine operational status.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - Operations Section Chief
 - Logistics Section Chief
 - Planning Section Chief
 - Finance/Administration Section Chief

- Determine which Management Staff positions are required and ensure they are filled as soon as possible.
 - Information Officer
 - Liaison Officer
 - Risk Management Officer
- Ensure EOC organization and staffing chart is posted and arriving team members are assigned appropriate roles.
- Establish initial priorities for the EOC based on current status and information from Incident Commander(s).
- Schedule the initial EOC Action Planning meeting and have Planning Chief prepare the agenda.
- Consult with Liaison Officer and General Staff to determine what representation is needed at the EOC from other emergency response agencies.
- Assign the Liaison Officer to coordinate outside agency response to the EOC, and to assist as necessary.
- Obtain personal telecommunications equipment if required.

Operational Phase:

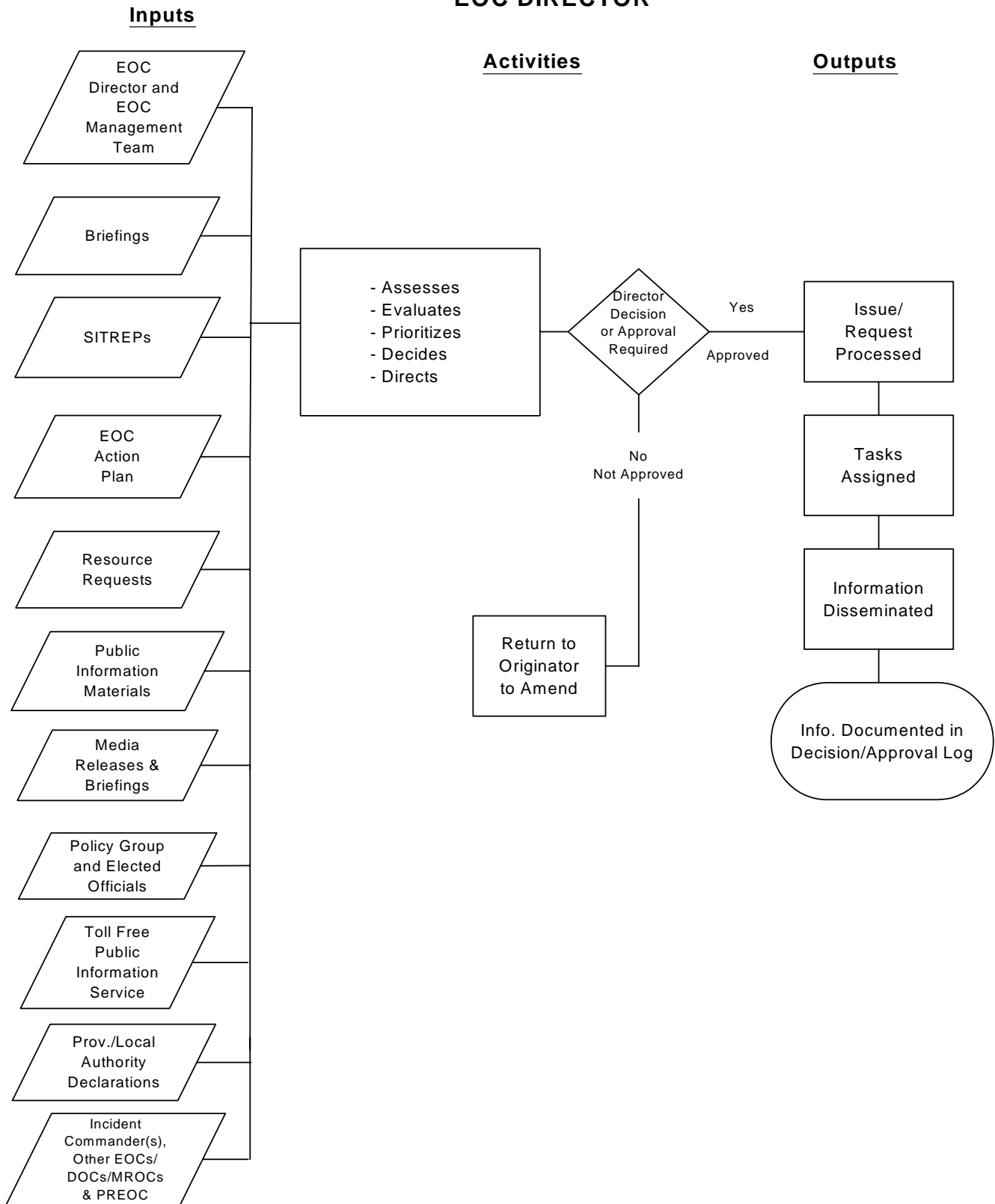
- Monitor general staff activities to ensure that all appropriate actions are being taken.
- Ensure that Operational Periods are established and that initial EOC response priorities and objectives are decided and communicated to all involved parties.
- In conjunction with the Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- In coordination with Management Staff, identify priorities and management function objectives for the initial EOC Action Planning Meeting.
- Convene the initial EOC Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate planning procedures are followed. Ensure the Planning Section facilitates the meeting appropriately.
- Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation.
- Conduct periodic briefings with the EOC Management Team to ensure response priorities and objectives are current and appropriate. (See EOC 401).

- Establish and maintain contacts with adjacent jurisdictions/agencies and other BCERMS levels as appropriate.
- Conduct periodic briefings for Policy Group, elected officials or their representatives.
- In conjunction with the Liaison Officer, prepare to brief elected officials on possibility for declaration of state of local emergency.
- Document all decisions/approvals on Decision/Approval Log (See EOC 407).
- Approve resource requests not included in Action Plan, as required.
- Ensure Policy Group and/or elected officials are informed of State of Provincial Emergency if declared by the Attorney General, and coordinate local government Proclamations (if any) with other emergency response agencies, as appropriate.
- Assign in writing, delegated powers allowed under declaration if any are given.
- Assign special projects to Deputy Director, as needed.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Authorize demobilization of sections, branches and units when they are no longer required.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Ensure that an EOC After Action Report is prepared in consultation with the Planning Section and EOC Management Team.
- Terminate emergency response and proceed with recovery operations as proclaimed by Policy Group.
- Deactivate EOC when emergency event no longer requires the EOC activated. Ensure all other facilities are notified of deactivation.
- Follow the Generic Demobilization Phase Checklist (3.0).

EOC DIRECTOR



EOC Deputy Director

Responsibilities:

1. Assume the role of an EOC Director in his/her absence. See checklist No. 3.2 for EOC Director responsibilities.
2. Undertake special assignments at the request of the EOC Director.
3. Ensure the efficient and effective flow of information within the EOC.
4. Ensure resource requests are prioritized and tracked.
5. Support EOC management by communicating policy direction and action priorities to all staff.
6. Coordinate internal functions of EOC for effective operational capability.
7. Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts.
8. Facilitate shift change briefings and operational debriefings.

Reports to:

- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Respond as requested, to EOC location and assist EOC Director in determining operational status.
- Obtain briefing from whatever sources are available.
- Supervise the set-up of the EOC for the most effective and efficient operations.
- Ensure EOC Management staff's working area is set-up properly and that appropriate personnel, equipment and supplies are in place.
- Obtain personal telecommunications equipment if required.

Operational Phase:

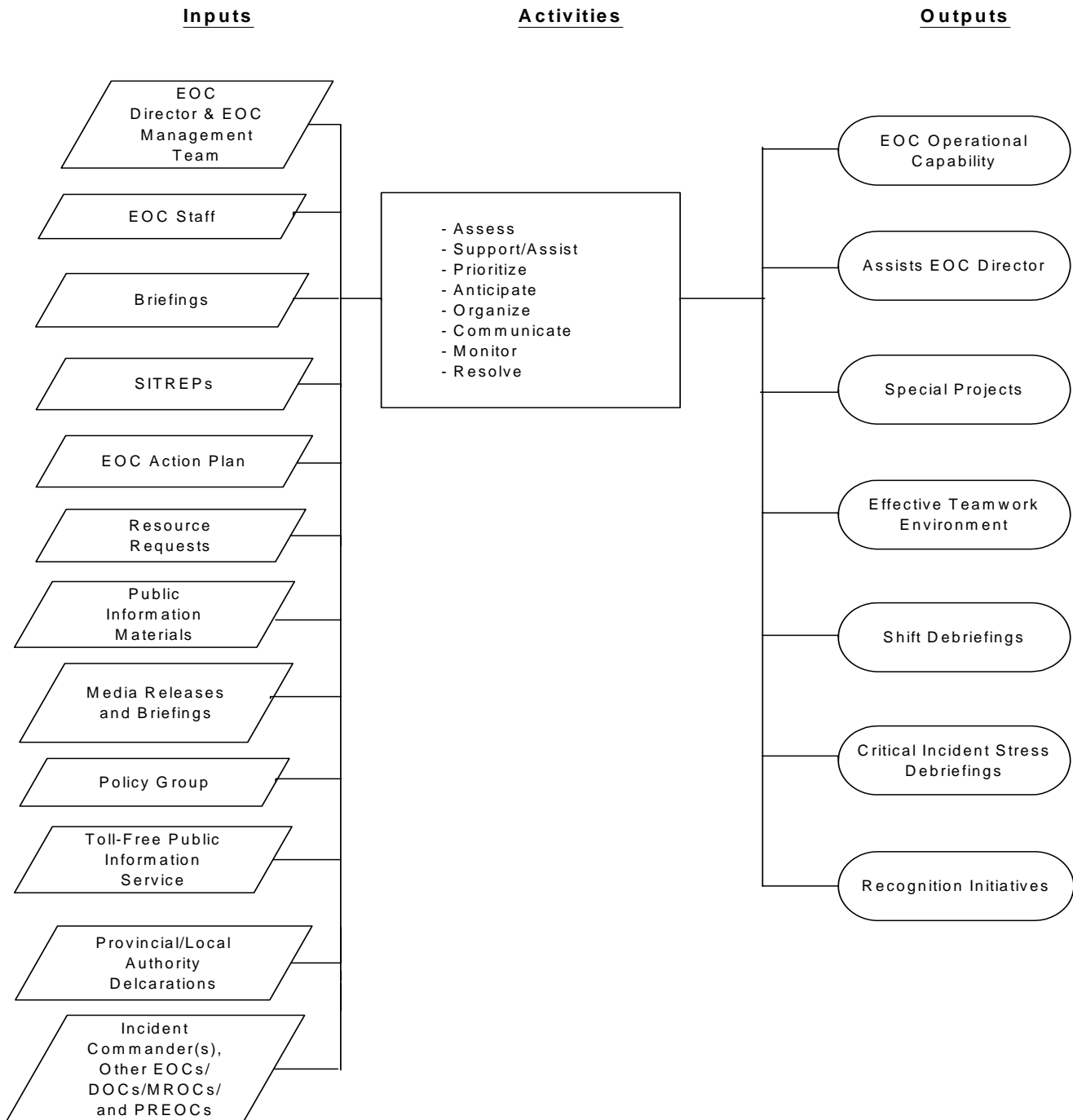
- Maintain a position log and any other relevant forms.
- Support management staff activities to ensure that all appropriate actions are being taken.
- Assist EOC Director in determining and communicating priorities, objectives and decisions to all EOC staff.
- Assist with preparations for EOC Action Planning meeting.

- Ensure EOC management team follows EOC briefing format (EOC 401A).
- Ensure EOC management staff has sufficient administrative support.
- Coordinate additional staffing needs with Logistics Personnel Unit Coordinator.
- Ensure all positions use a Position Log (EOC 414) and a Decision/Approval Log (EOC 407).
- Participate in EOC Action Planning and Management Team meetings.
- Report significant events and any issues of concern to EOC Director and advise of your activities on a regular basis.
- Undertake special projects and assignments as directed by the EOC Director.
- Check with the General Staff on the health and welfare of all EOC staff. Authorize and coordinate additional support needs as required.
- Mediate and resolve any personnel conflicts.
- Consult with EOC Director on appointing additional staff to ensure 24-hour shift scheduling for both Director and Deputy positions.
- Arrange for and facilitate operational debriefs and critical incident stress debriefs for EOC staff, as required.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Assist EOC Director with demobilization procedures.
- Ensure that any operations not yet completed are handled and assigned after demobilization.
- Complete all required forms and reports prior to demobilization and forward to Documentation Unit.
- Assist with the deactivation of the EOC at the designated time, as appropriate.
- Assist with the preparation of the EOC After Action Report.
- Organize and facilitate staff debriefings and critical incident stress debriefs.
- Organize and coordinate staff recognition initiatives (i.e.: thank you letters) for time and expertise staff contributed towards EOC operations.
- Follow the Generic Demobilization Phase Checklist (3.0).

EOC DEPUTY DIRECTOR



Liaison Officer

Responsibilities:

1. The Liaison Officer functions as a point of contact for, and interaction with, representatives from other agencies arriving at the EOC.
2. Liaise with any DOCs (Department Operation Centres), MROCs (Ministry Regional Operation Centres), and organizations not represented in the EOC.
3. Coordinate agency representatives for the EOC as required to ensure adequate EOC structure, and fill all necessary roles and responsibilities enabling the EOC to function effectively and efficiently.
4. Assist and serve as an advisor to the EOC Director and Management Team as needed, providing information and guidance related to the external functions of the EOC.
5. Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials, and conducting VIP/visitor tours of the EOC facility.
6. Liaise with local authorities other EOCs, Provincial and Federal organizations, communicating EOC guidelines, directives, Action Plans and Situation Information.

Reports to:

- EOC Director/Deputy Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC and obtain situation status and response priorities from EOC Director or Deputy.
- Ensure that an EOC staff check-in procedure is established immediately (EOC 511).
- Ensure registration procedures are established for outside agencies working within the EOC.
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Ensure that an EOC organization and staffing chart is posted and updated.
- Provide assistance and information to General Staff regarding staffing EOC sections.
- Ensure that agency representatives' telephone and/or radio communications are established and functioning.
- Obtain personal telecommunications equipment.

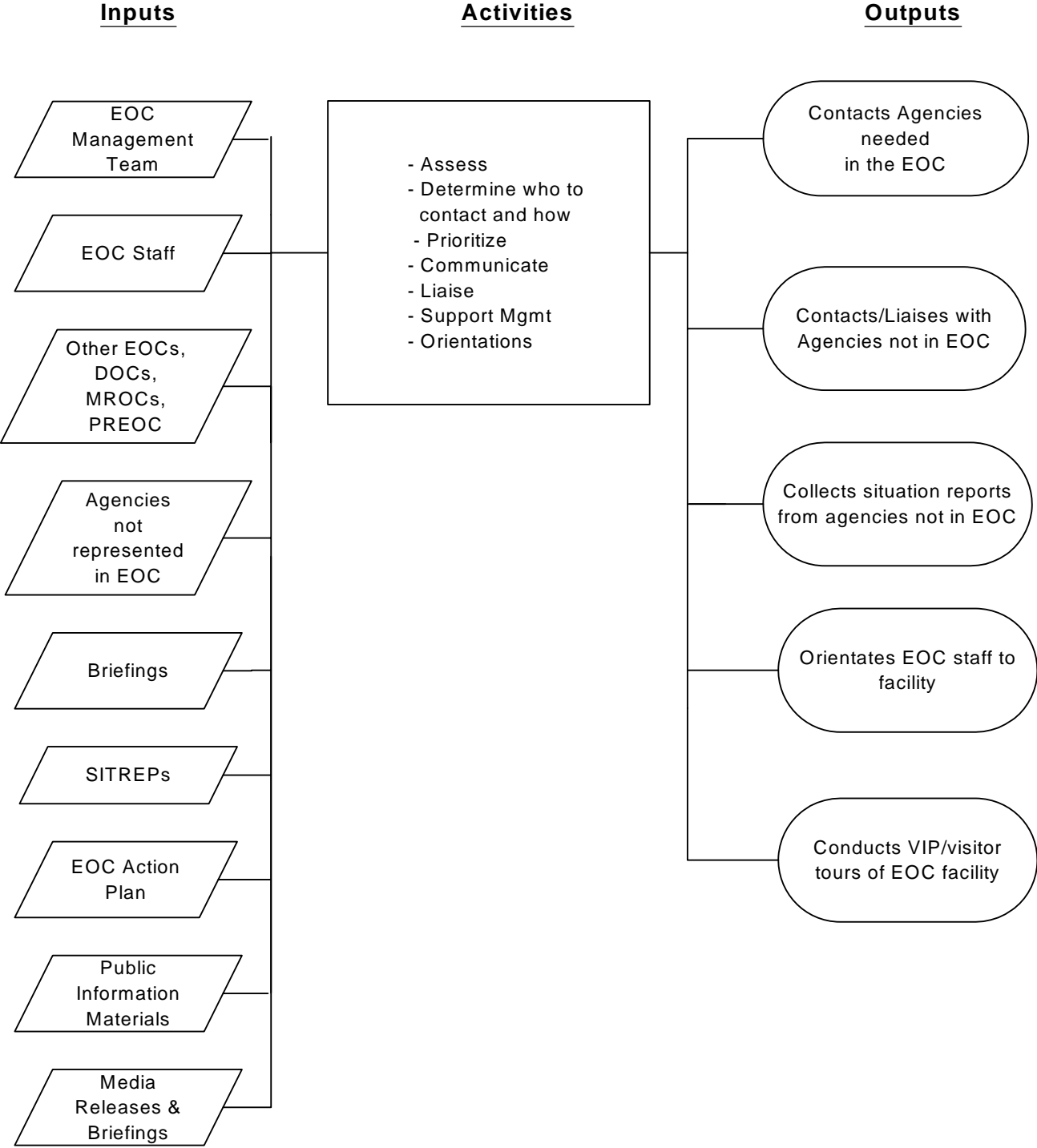
Operational Phase:

- Assist the EOC Director and Management Team in developing overall EOC priorities as well as priorities for the initial Action Plan.
- Provide external and non-represented agencies information to the Planning Section to assist in the development, continuous updating and implementation of EOC Action Plans.
- Provide general advice and guidance to agencies and EOC staff as required.
- Ensure that all notifications are made to agencies not represented in the EOC.
- Ensure that communications with appropriate external non-represented agencies (such as: Utilities, Transportation, Volunteer Organizations, Private Sector, etc.) is established and maintained (See EOC 410).
- Assist EOC Director in preparing for and conducting briefings with EOC Management Team members, Elected Officials, the media, and the general public.
- Prepare external non-represented agency information for briefings with the EOC Management Team.
- Ensure that operational priorities and objectives identified in EOC Action Plans are communicated to external non-represented agencies.
- Facilitate completion of situation reports with external non-represented agencies and forward to the Planning Section.
- Advise the EOC Director of critical information and requests contained within agency situation reports.
- Forward approved EOC Situation Reports to non-represented agencies as requested.
- Assist the EOC Director in establishing and maintaining an Inter-agency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC, as required.
- In consultation with the Information Officer, conduct tours of EOC facility as requested.
- Provide assistance with shift change activity as required.

Demobilization Phase:

- Notify external non-represented agencies in the EOC of the planned demobilization, as appropriate.
- Assist with the deactivation of the EOC at the designated time, as appropriate.
- Assist the EOC Director with recovery operations and assist with preparation of the After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

EOC LIAISON OFFICER



Risk Management Officer

Responsibilities:

1. *Risk Management* – Ensures that good risk management practices are applied throughout the response organization and that every function contributes to the management of risk. Protects the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision making, and implementation. Monitors situations for risk exposures and ascertains probabilities and potential consequences of future events.
2. *Safety* – The Risk Management Officer provides advice on safety issues. The Risk Management Officer has the authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken. It should be noted that while the risk management officer has responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.
3. *Security* – The Risk Management Officer ensures that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

Reports to:

- EOC Director/Deputy

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Perform a risk identification and analysis of the EOC site and operations.
- Tour the entire facility area and determine the scope of ongoing and future operations.
- Monitor set-up procedures for the EOC ensuring that proper safety regulations are adhered to.
- Oversee that security checkpoints have been established at all EOC entrances to allow only authorized personnel access to the EOC, including staff sign-in and identification procedures.

Operational Phase:

Risk Management

- Establish and maintain position log and other necessary files.
- Assess damage and loss, working with Planning's Situation Unit and the Compensation and Claims function in Finance/Administration.

- Identify and document risk and liability issues; keep Planning Section Chief advised at all times.
- Gather and organize evidence that may assist all EOC organizations in legal defence that may be more difficult to obtain later.
- Conduct interviews and take statements to investigate major risk management issues.
- Advise EOC members on safety and risk management issues.
- Assist the EOC Director in reviewing press releases, public alerts and warnings and public information materials from a risk management perspective.
- Evaluate situations and advise the EOC Director of any conditions and actions that might result in liability—e.g. oversights, improper response actions, etc.
- Identify potential claimants and the scope of their needs and concerns.
- Advise members of response organizations regarding options for risk control, during operational meetings and upon request.
- Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives.
- Ensure Documentation Unit is secure and operating effectively. Advise Documentation Unit on the types of information to collect, flow of information, and confidentiality concerns.
- Organize and prepare records for final audit.

Safety

- Work with the EOC Support Branch Coordinator to become familiar with any hazardous conditions in the facility, especially following a seismic event. Conduct regular inspections of the facility.
- Coordinate with EOC Support Branch to obtain assistance for any special safety requirements.
- Provide guidance to EOC staff regarding actions to protect themselves from the emergency event, such as smoke from a wildfire or aftershocks from an earthquake.
- Coordinate with Finance/Administration on any EOC personnel injury claims or records preparation as necessary for proper case evaluation and closure.

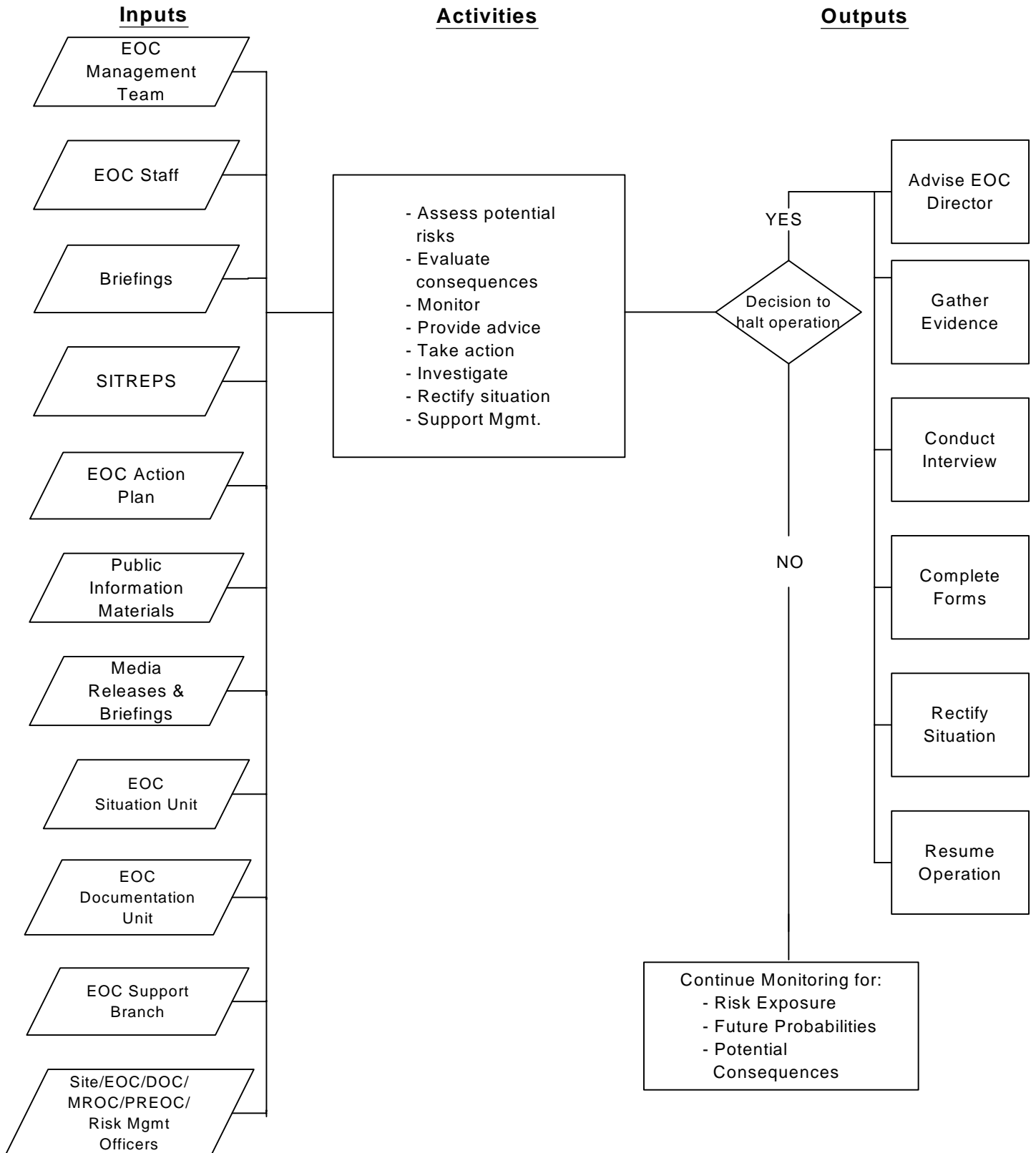
Security:

- Monitor security checkpoints and EOC facility access.
- Address any security issues with the EOC Director recommending improvements where necessary.

Demobilization Phase:

- Assist the EOC Director in de-activation activities including:
 - collection of all relevant papers and electronic records to the Documentation Unit.
 - collection of all material necessary for post-operation reporting procedures.
- Assist with the deactivation of the EOC at designated time, as appropriate.
- Assist EOC Director in preparing the After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

EOC RISK MANAGEMENT OFFICER



Information Officer

Responsibilities:

Serve as the coordination point for all public information, media relations and internal information sources for the EOC.

Coordinate and supervise all staff assigned as Assistant Information Officers and their activities.

Public Information:

1. 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.
2. Ensure that a Toll-Free Public Information Service (hot line or call centre) is established for the public to access helpful information and advice. Provide the call takers with timely and accurate messaging sheets so that they offer only confirmed and approved information.

Media Relations:

1. Serve as the coordination point for all media releases for the EOC.
2. Coordinate media releases with officials representing other affected emergency response agencies.
3. Develop the format for press conferences and briefings in conjunction with the EOC Director.
4. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.

Internal Information:

1. In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
2. Develop helpful messaging sheets and/or FAQ sheets (frequently asked questions and answers) to ensure consistent and accurate information sharing amongst EOC staff.
3. Maintain a web site established for EOC information, as appropriate.
4. Liaise with the Information Officers at site(s) other EOCs, DOCs, MROCs, PREOC and other external agencies.

Reports to:

- EOC Director/Deputy

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Determine staffing requirements and make required personnel assignments for an Information Section.
- Assess information skill areas required in the EOC such as: writing, issues management, media relations, event planning, etc.

Operational Phase:

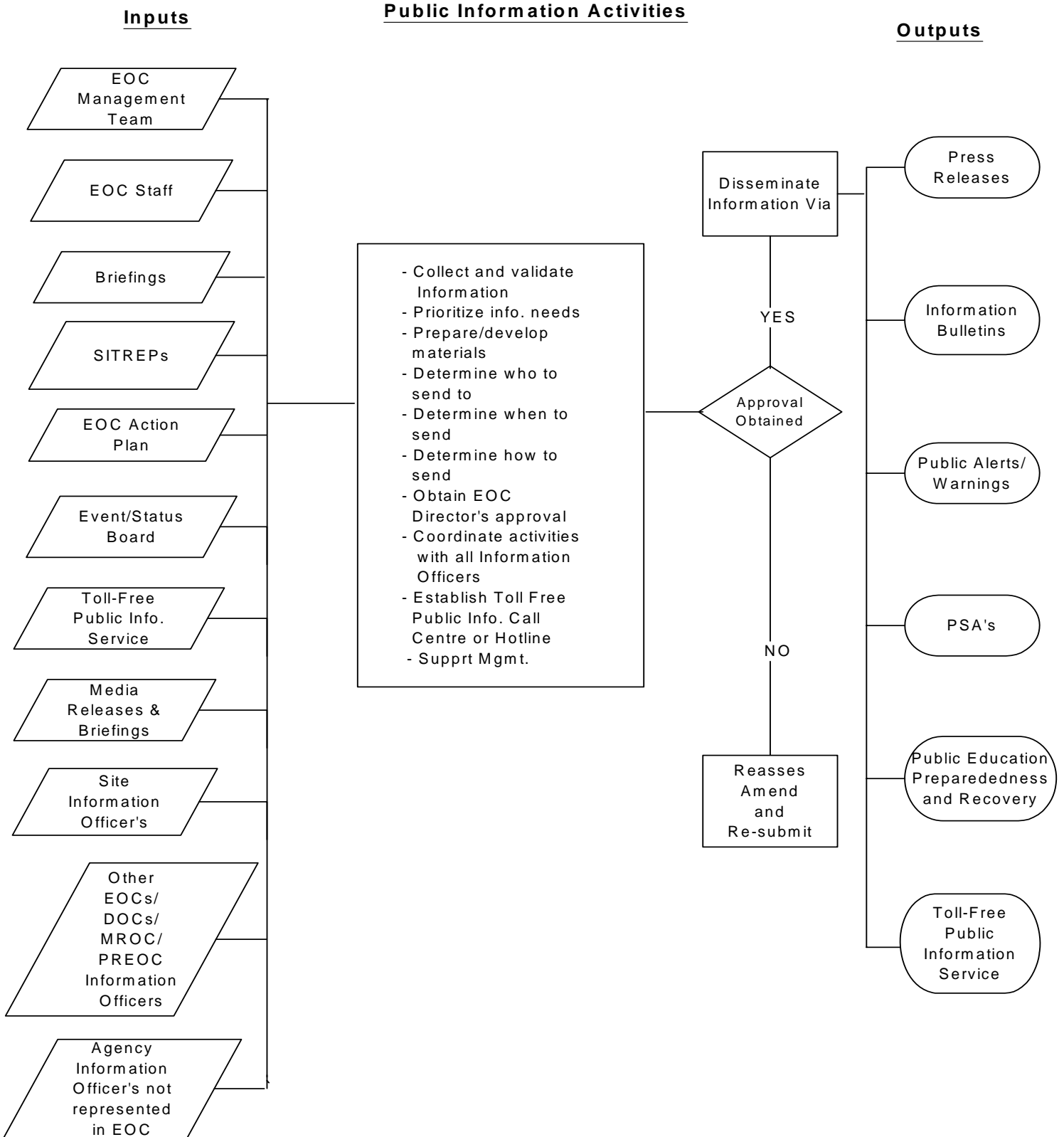
- Obtain policy guidance and approval from the EOC Director with regard to all information to be released to the media and public.
- Refer to the jurisdiction's Emergency Information Plan and Public Information Officer operational guidelines, sample forms, templates and other information materials, as appropriate. (See sample EOC 420 to 425).
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavourable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Unit and identify method for obtaining and verifying significant information as it develops.
- Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Centre, as required, providing necessary space, materials, telephones, and electrical power.
- Maintain up-to-date status boards and other references at the media information centre. Provide adequate staff to answer questions from members of the media.
- Establish a Toll-Free Public Information Service and/or call centre to handle public inquiries and provide emergency support information. Consult with Logistics Information Technology Branch Coordinator for communication equipment needs and set-up.
- Interact with other EOCs as well as the PREOC and obtain information relative to public information operations.
- Establish distribution lists for recipients of all public information releases. Include Site Information Officers PREOC Information Section, other EOCs' Information Officers, Local Authorities Mayor's and elected officials), Local MLA and MP's constituency offices, First Nations Groups, Emergency Social Service Groups, the Toll-free Public Information Service (Hotline or Call Centre), etc.

- 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. Liaise with Risk Mgmt. Officer to check for any potential liability or safety concerns.
- At the request of the EOC Director, prepare media briefings for elected officials and/or Policy Group members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe.
- Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media and public calls.
- In addition to identifying help sources contained within press releases, PSAs and bulletins, maintain a Disaster Assistance Information Directory, with numbers and locations to obtain food, shelter, supplies, health services, etc.
- Develop message statements for EOC Staff and the call takers of the toll-free hotline.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- Monitor all media, using information to develop follow-up news releases and rumour control, consult with Risk Management Officer on appropriate wording and actions to take on correcting false or erroneous information.
- Ensure that file copies are maintained of all information released.
- Promptly provide copies of all media releases to the EOC Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

Demobilization Phase:

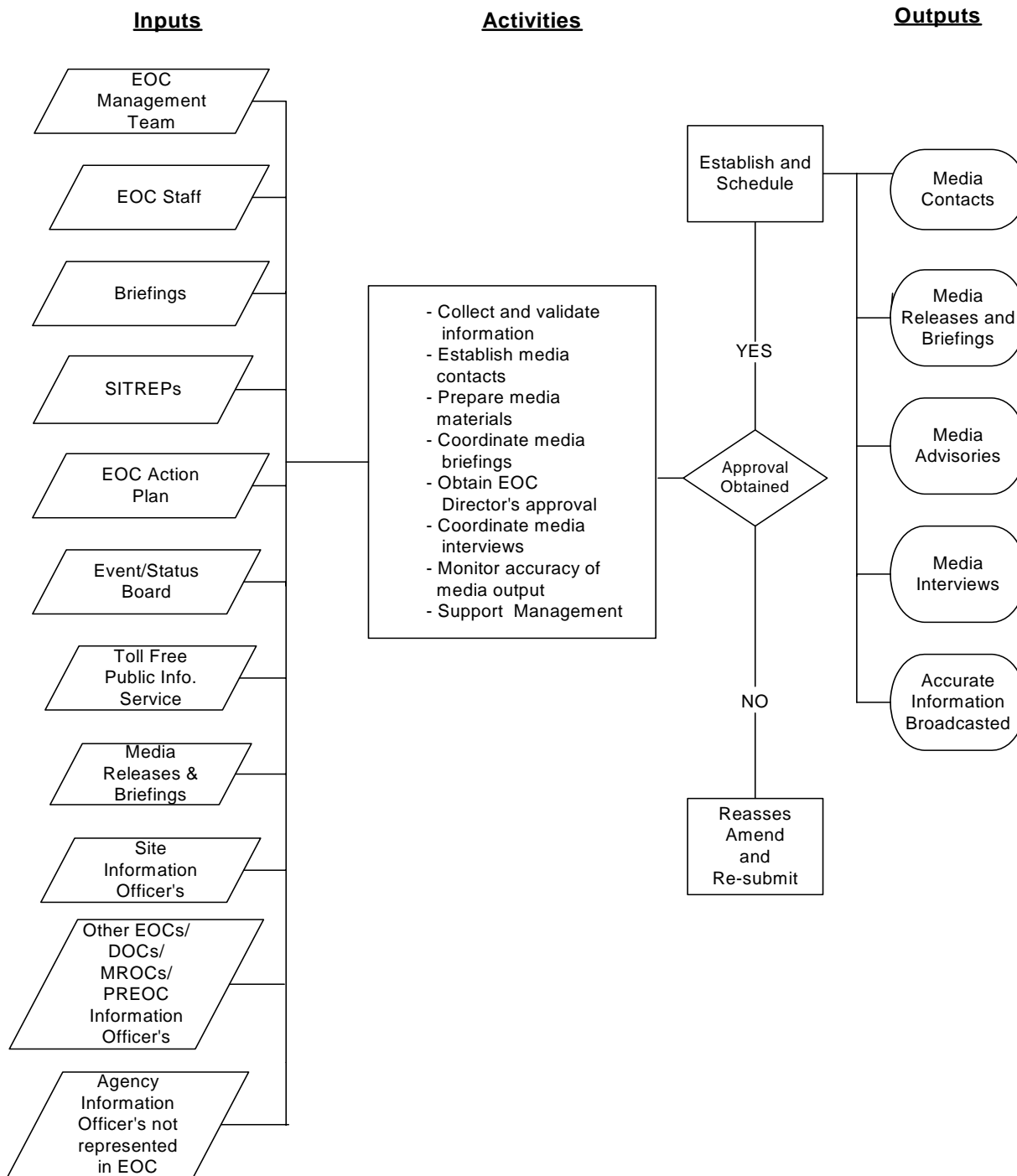
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Assist PREOC Director with demobilization procedures and contribute items of interest to the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

EOC INFORMATION OFFICER

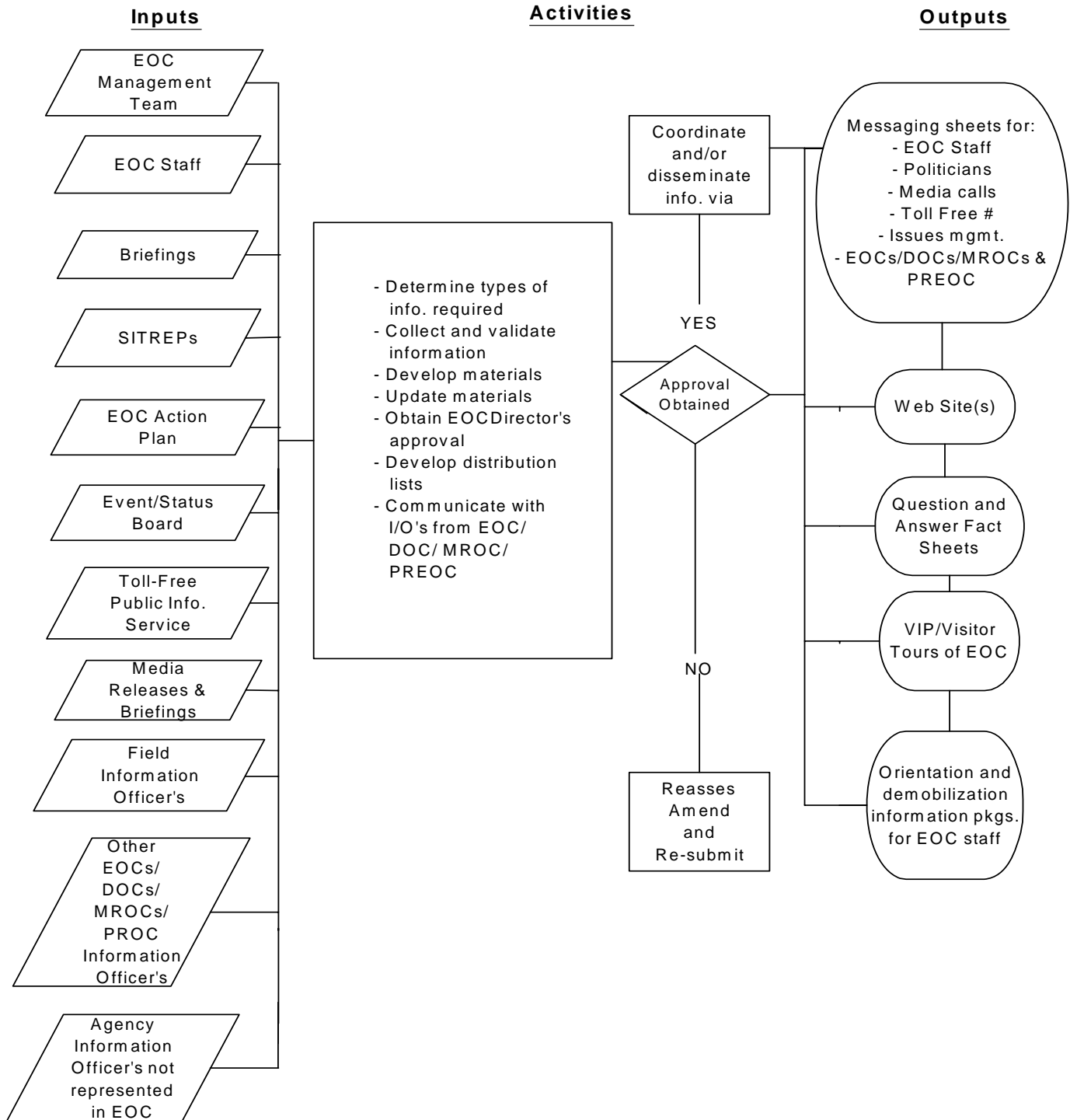


EOC INFORMATION OFFICER

Media Relations Activities



EOC INFORMATION OFFICER
Internal Information



Operations Section Chief

Responsibilities

1. Ensure that the Operations Coordination function is carried out including coordination of response for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Coordinate any activated DOCs in the operational area.
5. Maintain a communications link between Incident Commanders (sites), DOCs and the EOC for the purpose of coordinating the overall response, resource requests and event status information.
6. Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports.
7. Conduct periodic Operations briefings for the EOC Director and Management team as required or requested.
8. Supervise the Operations Section.

Reports to:

- EOC Director/Deputy

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
- Obtain a preliminary situation briefing from EOC Director, Planning Chief or other EOC Management Staff as appropriate.
- Based on the situation, activate appropriate branches based on functions or geographical assignments within the section. Designate Branch Coordinators as necessary:
 - Fire
 - Police
 - Health
 - Environmental
 - Engineering
 - ESS
 - Utilities
 - Air Operations
 - Special Operations
 - Others as needed

- Establish radio or cell-phone communications with DOCs, other EOCs, or PREOC operating in the region and coordinate accordingly.
- Request additional personnel for the section from the Personnel Unit as necessary to maintain 24-hour staffing capabilities, as necessary.
- Confer with the EOC Director to ensure that the Planning 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.
- Obtain a current communications status briefing from the Information Technology Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches operating the section; develop a plan/process detailing strategies for carrying out Operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Obtain personal telecommunications equipment.

Operational Phase:

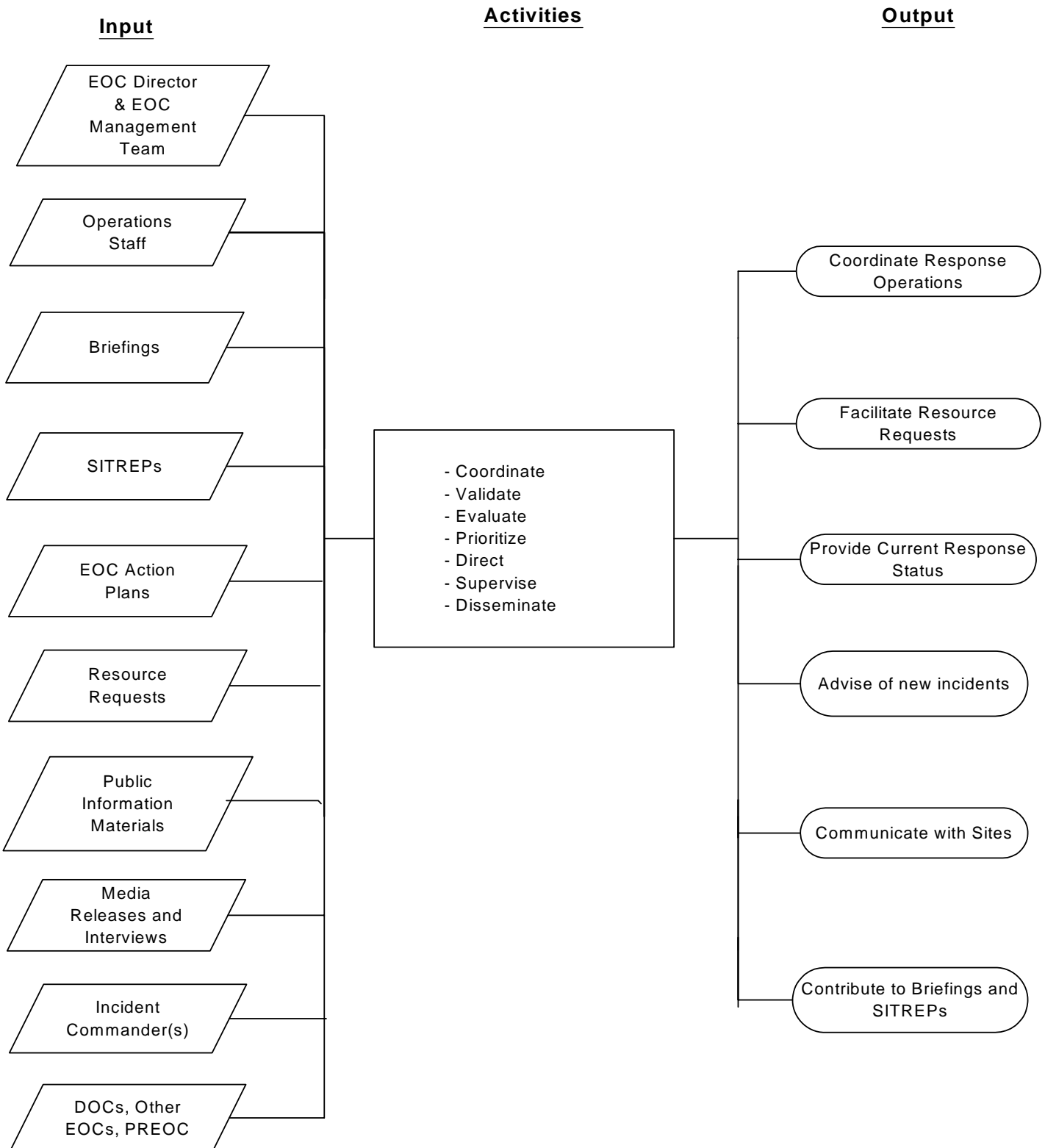
- Ensure that all section personnel are maintaining their individual position logs and other paperwork as required.
- Conduct periodic briefings and work to reach consensus among Operations staff on objectives for each operational period.
- Ensure that all media contacts are referred to the Information Officer.
- Prepare for and participate in EOC Director's Action Planning meetings and other relevant EOC Management Team meetings (See EOC 401A for Briefing Format).
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that situation and resources information is provided to the appropriate units in the Planning Section on a regular basis or as the situation requires, including Branch Status Reports and new incoming incident reports.

- Ensure that intelligence information from Branch Coordinators is made available to the Planning Section (Situation Unit) in a timely manner.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Authorize resource requests and forward extra-ordinary and/or Critical Resource requests to the EOC Director for approval (See EOC 414).
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (e.g.: notification of emergency expenditures and daily time sheets).
- Brief the EOC Director and other Management Team members on all major incidents.
- Brief Branch Coordinators and Section Staff periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

Demobilization Phase:

- Deactivate branches and any organizational elements, when no longer required. Ensure that all paperwork is complete and logs are closed and sent to Documentation Unit.
- Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

OPERATIONS SECTION CHIEF



Air Operations Branch Coordinator

Responsibilities:

1. Organize aviation resources at the local level to support site operations.
2. As appropriate, initiate requests for Notice to Airmen (NOTAM).
3. Establish procedures for emergency reassignment of aircraft if required.
4. Coordinate with any provincial or regional authority's Air Operations in the operational area.
5. Liaise with Air Operations at the PREOC.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Assess current level of local regional and provincial air operations in the operational area.
- Determine activation status of PREOC aviation resources and establish communication links with their Air Operations if necessary.
- Identify key issues currently affecting air operations; prepare initial report for Operations Section Chief.

Operational Phase:

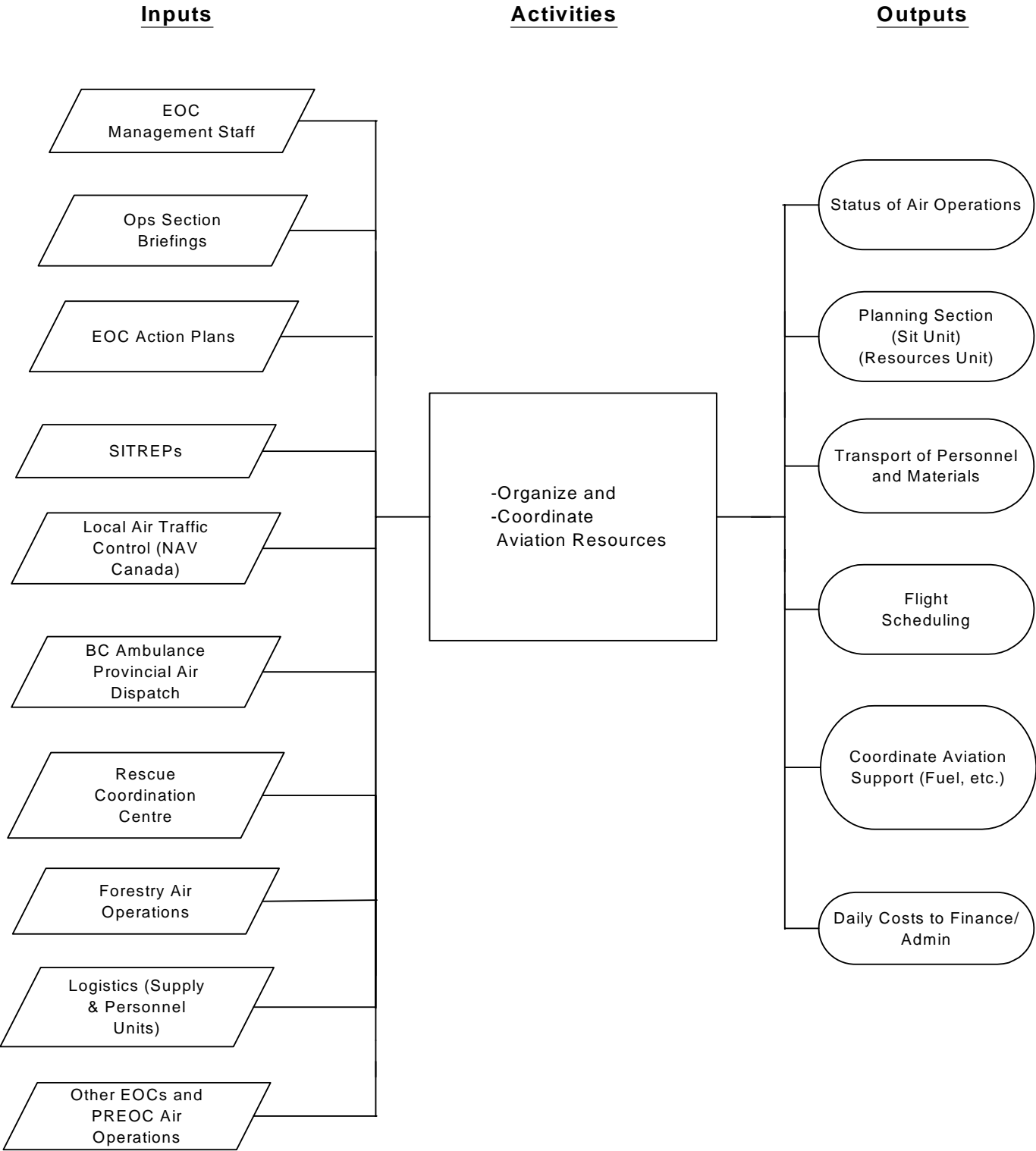
- Establish and maintain individual position log.
- Obtain briefing from Operations Section Chief.
- Liaise with BCAS Unit.
- Liaise with PREOC Air Operations.
- Receive resource requests and pass on to Operations Section Chief.
- Liaise with Logistics to coordinate air transport of personnel, material and evacuees, as required.
- Organize preliminary air operations.
- Initiate request for NOTAM if required.
- Schedule flights of non- emergency aircraft into the operational area if approved.

- Evaluate requests for non-tactical use of emergency aircraft assigned to the EOC.
- Ensure proper safety and risk management measures are being taken in regards to aircraft.
- Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.
- Provide reports on air operations issues to Operations Section Chief.
- Forward daily air operations costs to Finance/Administration Section.

Demobilization Phase:

- Follow the Generic Demobilization Phase Checklist (3.0).
- Determine demobilization status of aviation resources in the operational area and advise Operations Section Chief and Situation Unit.
- Complete all logs and documentation and forward to documentation unit.
- Ensure that all air expenditures and financial claims have been coordinated through the Finance/Administration section.
- Forward input for the EOC After Action Report to Operations Section Chief.

AIR OPERATIONS BRANCH COORDINATOR



Special Operations Branch Coordinator

Responsibilities:

1. Organize specialized resources at the site support (EOC) level to support site activities.
2. As appropriate, initiate requests for Notice to Mariners.
3. Establish procedures for emergency reassignment of specialized resources such as Heavy Urban Search and Rescue if required.
4. Coordinate with any regional or provincial special operations in the operational area.
5. Liaise with Special Operations at the PREOC.

Reports to:

- EOC Operations Section Chief or,
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Assess current level of local, regional and provincial special operations in the operational area.
- Determine activation status of provincial authority specialized resources and establish communication links with their Special Operations Branch if necessary.
- Identify key issues currently affecting special operations; prepare initial report for Operations Section Chief.

Operational Phase:

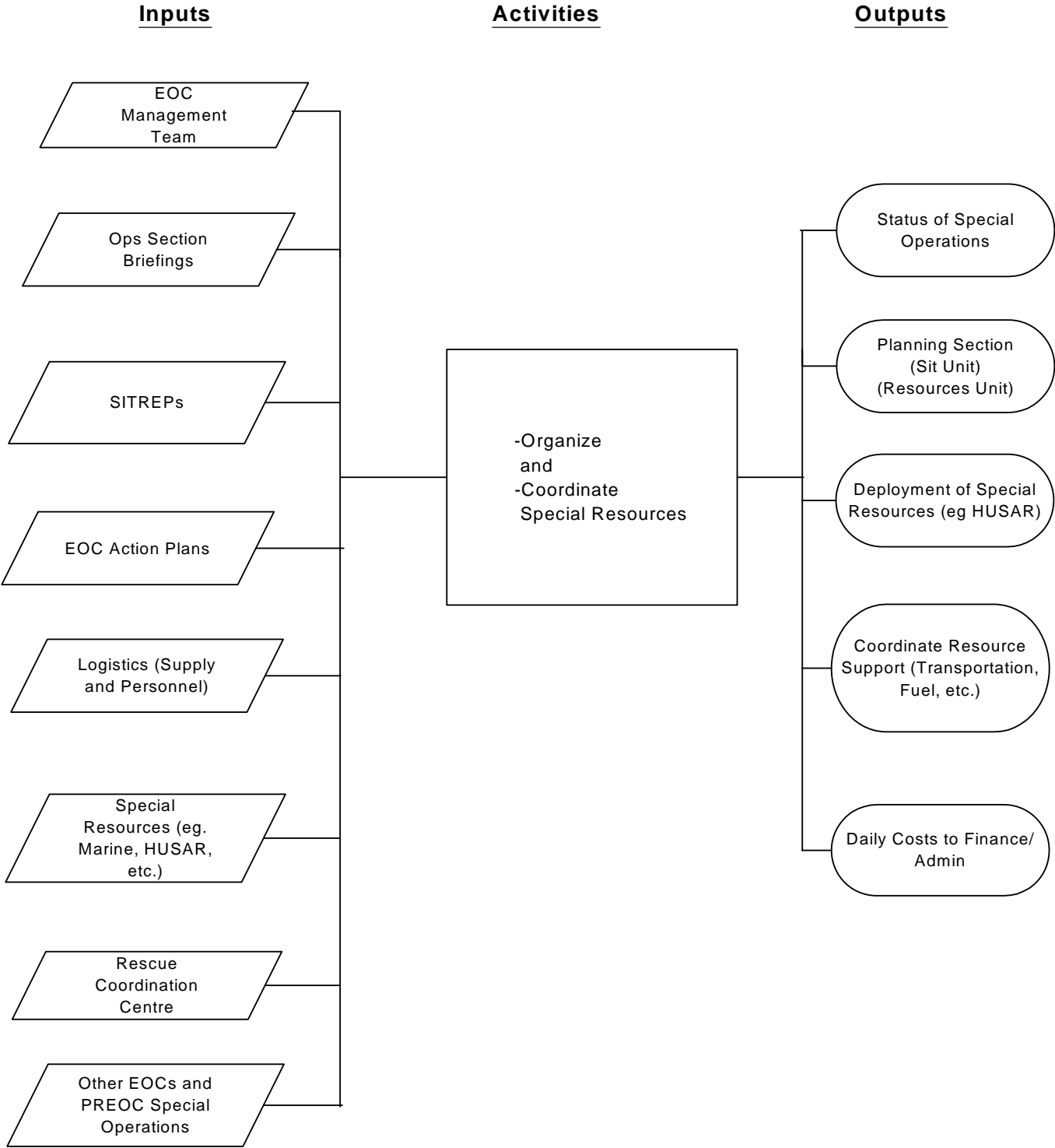
- Establish and maintain individual position log.
- Obtain briefing from Operations Section Chief.
- Evaluate requests for tactical and non-tactical use of specialized resources assigned to the EOC.
- Receive resource and operational requests and forward to Operations Section Chief.
- Organize preliminary special operations.
- Initiate request for Notice to Mariners if required.
- Ensure proper safety and risk management measures are being taken in regards to special operations.

- Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.
- Provide reports on special operations issues to Operations Section Chief.

Demobilization Phase:

- Determine demobilization status of any specialized resources in operational area and advise Operations Section Chief and Situation Unit.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration section.
- Forward input for the EOC After Action Report to Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

SPECIAL OPERATIONS BRANCH COORDINATOR



Fire Branch Coordinator

Responsibilities:

1. Arrange and coordinate for urban and wildland fire suppression, as well as hazardous materials support operations.
2. Acquire mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports for major incidents requiring or potentially requiring regional and provincial response support, and maintain status of unassigned fire and HAZMAT resources in the area in conjunction with the Resource Unit.
5. Implement the objectives of the EOC Action Plan assigned to the Fire Branch.
6. Overall supervision of the Fire Branch.

Report to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Obtain briefing of the situation from the Operations Section Chief.
- Based on the situation, activate the necessary Units within the Fire Branch and coordinate their activities:
 - Structural Fire Suppression
 - Wildland Fire Suppression Unit
 - HAZMAT Unit
 - Rescue Unit
- If local authority mutual aid system is activated, coordinate use of area fire suppression resources with respective DOCs and/or EOCs.
- Prepare and submit a preliminary branch status report and major incident reports, as appropriate, to the Operations Section Chief.
- Prepare objectives for the Fire Branch and forward them to the Operations Section Chief prior to Action Planning meetings.

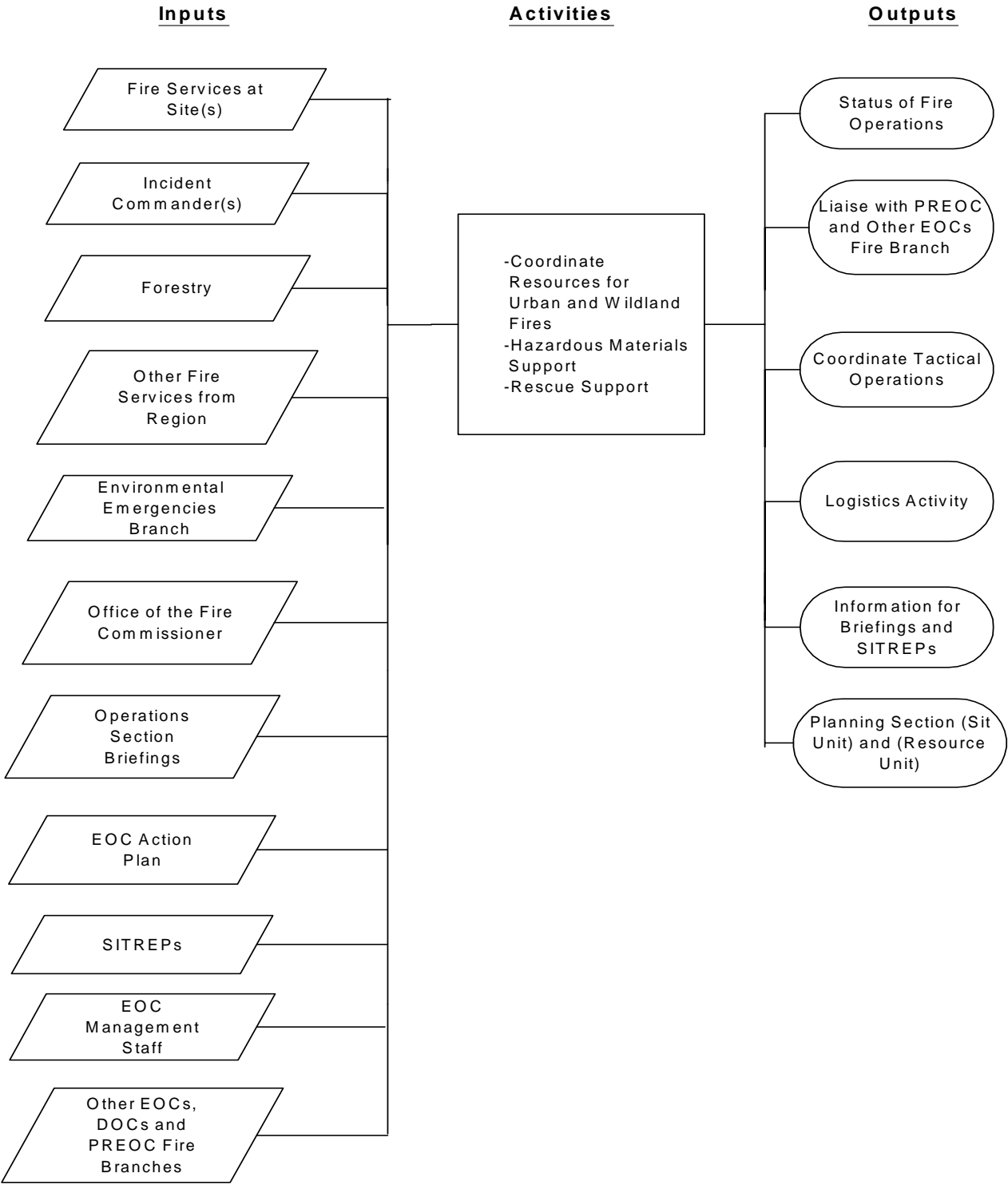
Operational Phase:

- Ensure that Branch and Unit position logs and other files are maintained.
- Ensure that all interface fire operations are being managed utilizing, when required, Unified Command with the appropriate agencies.
- Confirm and resolve through the EOC Director, any response boundary issues that may restrict mutual aid.
- Liaise with Provincial Fire Commissioner as required.
- Liaise with Ministry of Forests personnel in the PREOC as required.
- Maintain current status on Fire suppression missions being conducted in the area.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Fire Branch operations periodically or as requested during the operational period.
- Refer all contacts with the media to the Information Officer but be prepared to speak on technical matters when requested.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Implement those objectives of the EOC Action Plan assigned to the Fire Branch.
- Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Determine demobilization status of branch units and fire operations in the area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC Sections to follow up
- Ensure all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

FIRE BRANCH COORDINATOR



Police Branch Coordinator

Responsibilities:

1. Coordinate movement and evacuation operations with other Operations Section Branches.
2. Alert and notify the public of impending or existing emergency situations, public safety orders, requests and information within the jurisdiction, as required.
3. Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency.
4. Coordinate all ground and inland water search and rescue operations and resource for the jurisdiction.
5. Coordinate Police Mutual Aid requests.
6. Supervise the Police Branch.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Obtain a briefing of the situation from Operations Section Chief and Site Personnel.
- Based on the situation, activate the necessary Units within the Police Branch:
 - Police Operations Unit
 - Search and Rescue Unit
 - Coroner Unit
 - Evacuation Unit
- Coordinate mutual aid resources with other EOC Police Branch Coordinator(s) as required.
- Contact PREOC Police Branch Coordinator, if established, for the coordination of mutual aid resources.
- Provide an initial Police Services situation report to the Operations Section Chief.
- Based on initial EOC priorities, prepare objectives for the Police Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

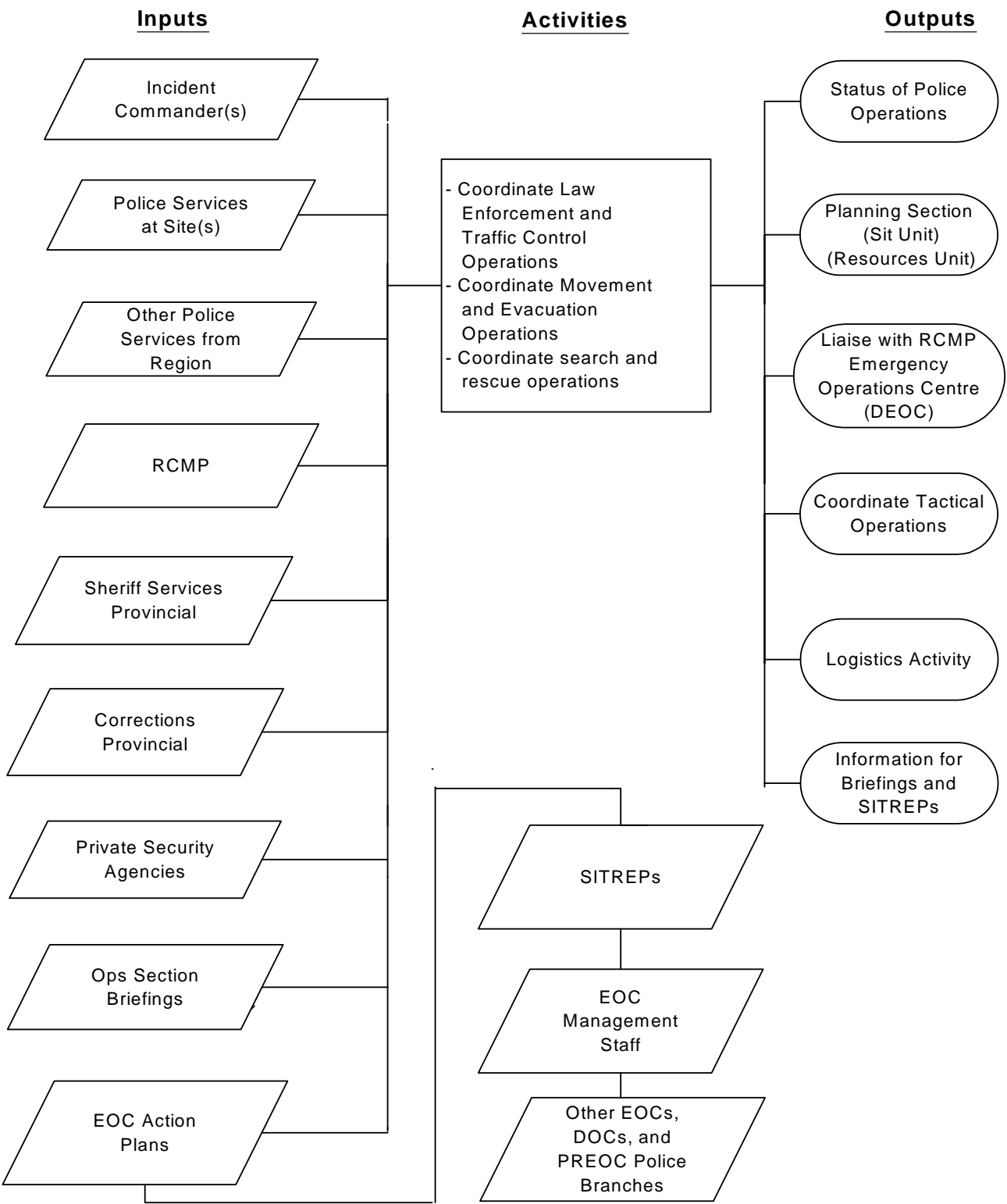
Operational Phase:

- Ensure that Branch and Unit position logs and other appropriate files are maintained.
- Maintain current status on Police activities and Search and Rescue missions being conducted in the area.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Police Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Police Branch Status Report.
- Refer all contacts with the media to the Information Officer but be prepared to speak on technical matters when requested by the Information Officer.
- Determine need for Police mutual aid.
- Determine need for Search and Rescue mutual aid.
- Determine need for Coroner's services.
- Ensure all resource requests are coordinated through the Logistics Section.
- 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 Police Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- Implement those objectives of the EOC Action Plan assigned to the Police Branch.
- 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.

Demobilization Phase:

- Determine demobilization status of branch units and police operations in the area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

POLICE BRANCH COORDINATOR



Ambulance Branch Coordinator

Comprised of:

- Designated BCAS Staff

Responsibilities:

1. Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required.
2. Coordinate the transportation of injured victims and health care personnel to appropriate medical facilities as required.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (4.0).
- Report to EOC facility, as advised.
- Obtain a briefing from the Operations Section Chief.
- Assess and anticipate health services required to support the situation.

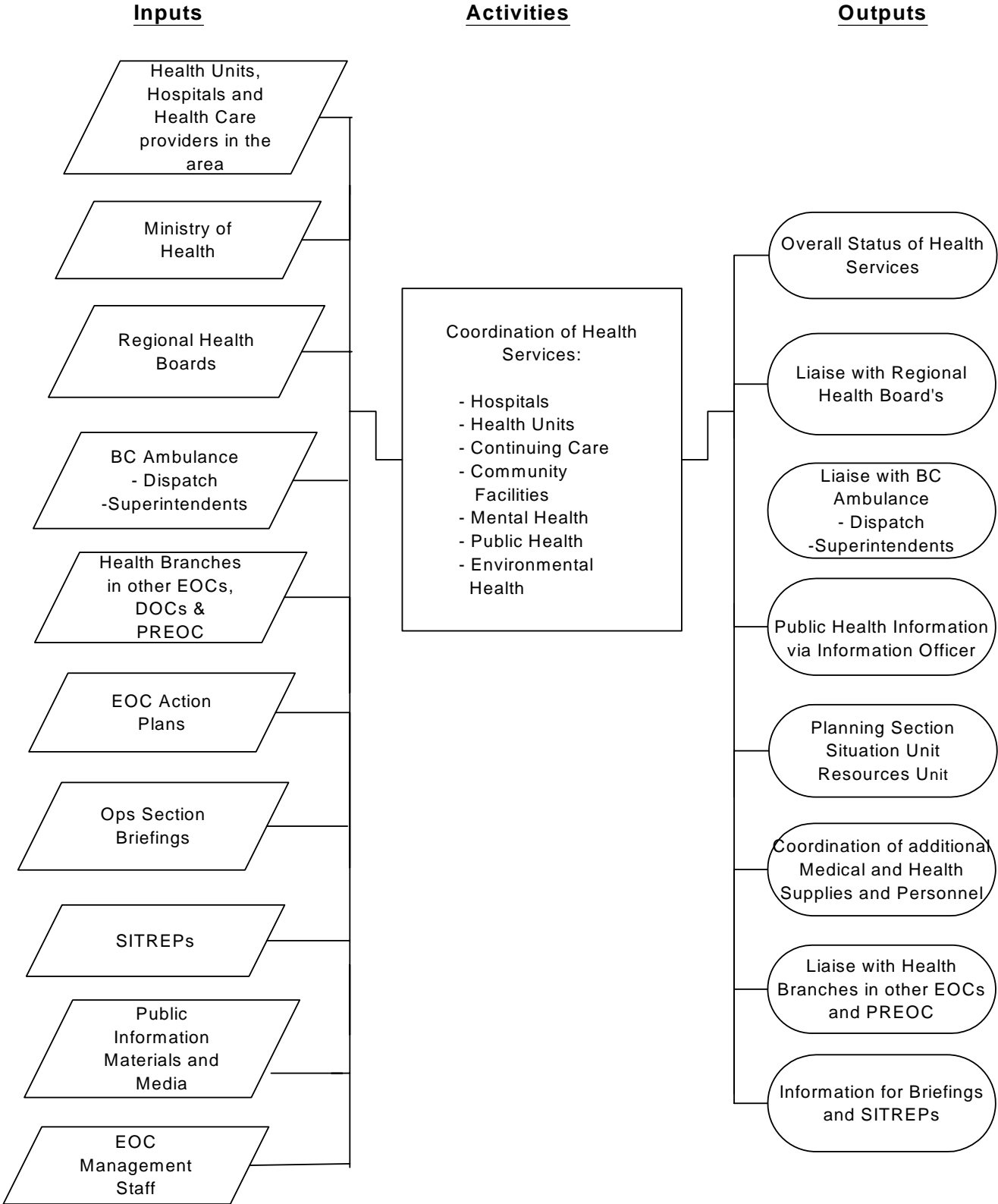
Operational Phase:

- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat casualties.
- Establish radio or telephone communication with BC Ambulance Regional Dispatch Centre.
- Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders, St. John Ambulance and private/industrial ambulances.
- Determine the scope of ambulance resources and medical transport needs.
- Coordinate with the Logistics Section, Transportation Unit, to acquire suitable non-ambulance transportation such as buses for injured victims as required or requested.
- Coordinate with BCAS Air Dispatch and the Air Operations Branch for air transportation needs

Demobilization Phase:

- Determine demobilization status of Ambulance Services in area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (4.0).

AMBULANCE BRANCH COORDINATOR



Health Branch Coordinator

Responsibilities:

1. Ensure coordination of hospitals, health units, continuing care, mental health and environmental health within the area
2. Assist the BCAS Unit Coordinator in ensuring that casualties are evenly distributed to receiving facilities.
3. Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with Medical Health Officer.
4. Ensure that potable water supplies are inspected and monitored.
5. Ensure that food quality is regulated and inspected.
6. Ensure that sewage systems are operating at acceptable levels.
7. Coordinate and support health services for physically challenged or medically disabled persons.
8. Coordinate the activation of emergency hospitals and advanced treatment centres supplied by Health Canada.
9. Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required.
10. Coordinate health care needs at Reception Centres with ESS Branch Coordinator.
11. Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area.
12. Assist with the coordination of the transportation of injured victims and health care personnel to appropriate medical facilities as required.
13. Assist with the coordination of pharmaceuticals as required.
14. Assist with the coordination of other health care resources as required.
15. Liaise with Health Branches activated in other EOCs and at PREOC.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility, as advised.
- Obtain a briefing from the Operations Section Chief.
- Assess and anticipate health services required to support the situation.

Operational Phase:

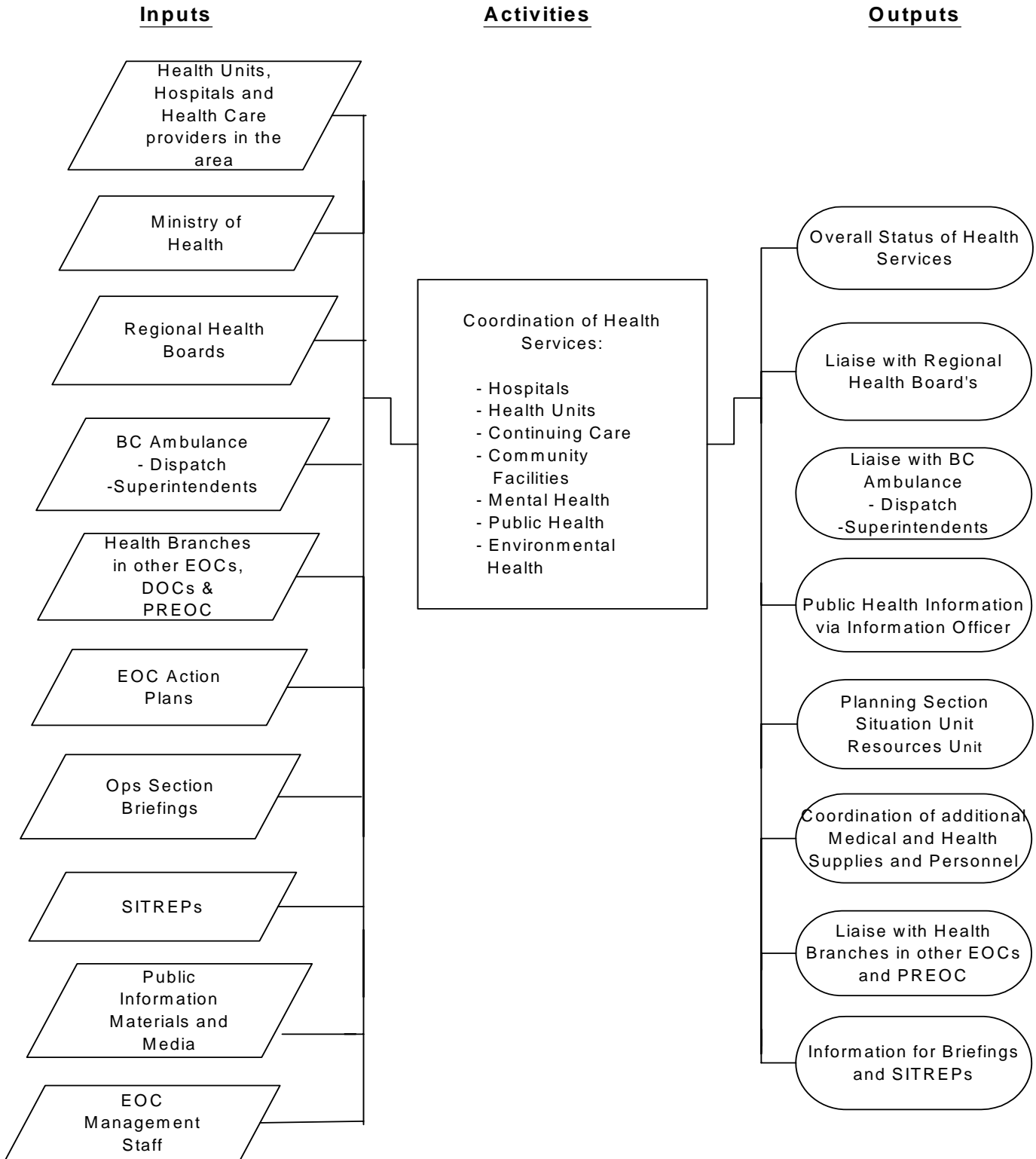
- Establish and maintain position logs and other necessary files.
- Determine the status and availability of medical facilities in the area affected and outside areas, including special treatment facilities for trauma, pediatrics, burn and psychiatric patients.
- Establish communications with appropriate health services.
- Determine capacity of various health services.
- Prioritize health issues.
- Prepare initial briefing for Operations Section Chief
- Establish BC Ambulance Service Unit and Regional Health Authorities Unit.
- Liaise with ESS Branch Coordinator to assist with sheltering of displaced home care clients if needed.
- Coordinate with Logistics Section assistance to move and establish advanced treatment centre and/or 200 bed emergency hospital **if needed**.
REMEMBER: These units are not small and take time to establish.
- Liaise with PREOC Health Branch, if established.
- If local facilities are, or soon will be overwhelmed, contact other unaffected areas to receive patients.
- If mass feeding areas are established, ensure food quality and other public health issues are addressed.
- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat casualties.
- Establish radio or telephone communication with B.C. Ambulance Regional Dispatch Centre.
- Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders, St. John Ambulance and private/industrial ambulances.
- Determine the scope of ambulance resources and medical transport needs.
- Coordinate with the Logistics Section, Transportation Unit, to acquire suitable non-ambulance transportation such as buses for injured victims as required or requested.

- Coordinate with BCAS Air Dispatch and the Air Operations Branch for air transportation needs.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- Advise Operations Section Chief and Branch Coordinators of all significant events.
- Prepare Health Services objectives for the EOC Action Plan for each operational period and submit to Operations Section Chief prior to Action Planning meetings.
- Reinforce the use of proper Procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.
- Consider need for critical incident stress debriefings for responders and victims.
- Ensure proper documentation of plans, actions and decisions.

Demobilization Phase:

- Determine demobilization status of Health Services in the area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

HEALTH BRANCH COORDINATOR



Environmental Branch Coordinator

Responsibilities:

1. Assist and/or coordinate local response to hazardous spills, waste disposal and dam failure.
2. Liaise with regional, provincial, and federal environment officials and the private sector.

Report to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility as directed.
- Obtain a briefing from the Operations Section Chief.
- Assess and anticipate environmental concerns and recommended responses in support of the emergency situation.

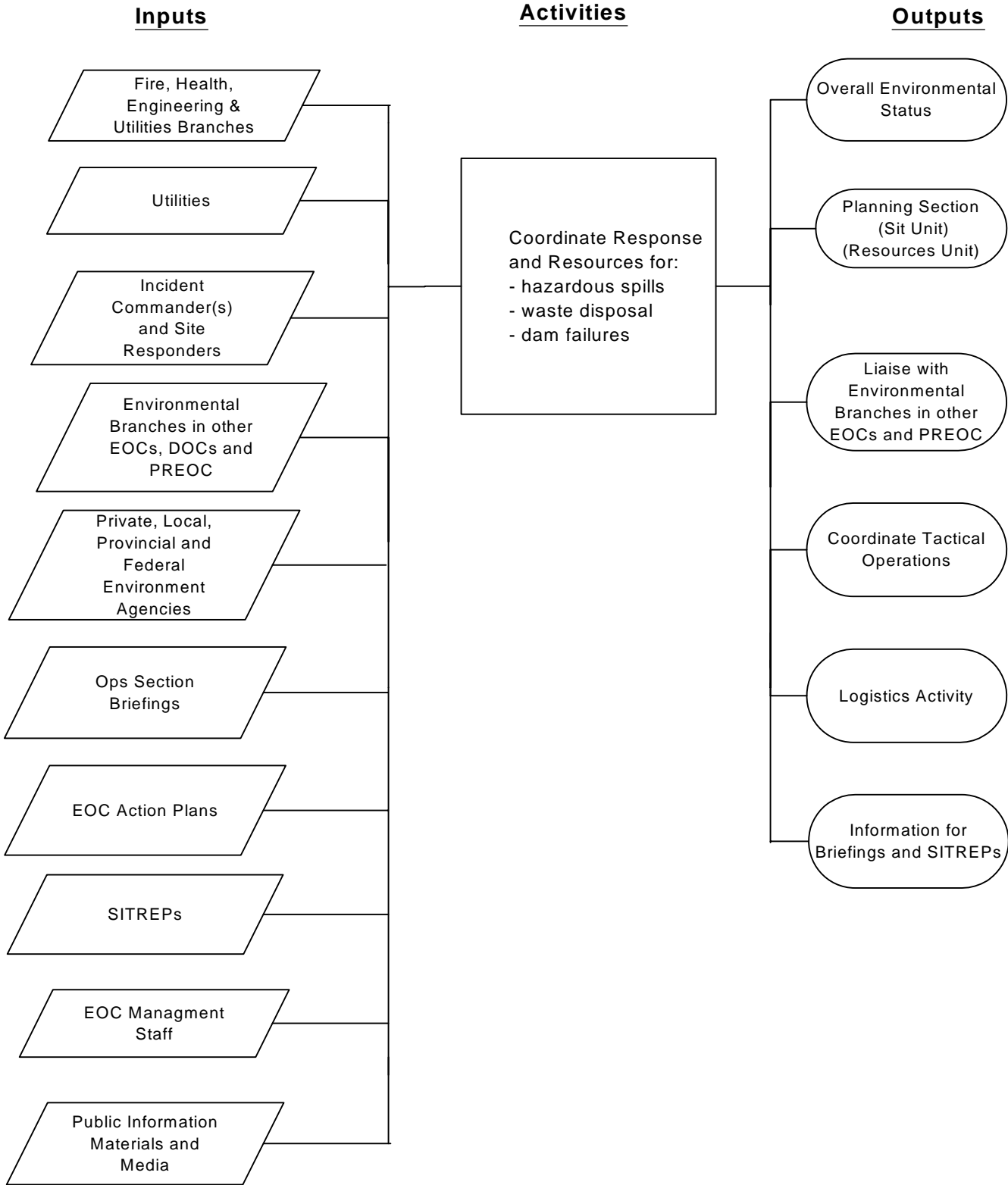
Operational Phase:

- Establish and maintain position logs and other necessary files.
- Determine the scope of environmental assistance required in consultation with Operation Section Chief and other Branch Coordinators.
- Determine the status and availability of waste storage and disposal facilities in the area.
- Liaise with Health Branch to assist and consult with exposure to hazardous materials and impacts on water and air resources.
- Develop intelligence of environmental issues, damage and threats. Forward to Situation Unit.
- Prioritize environmental issues.
- Liaise with Engineering and Utilities Branch Coordinators to assist with dam safety issues as required.
- Coordinate HAZMAT response and support in cooperation with Fire Branch Coordinator, for situations involving hazardous materials.
- Liaison with Environmental Branches in other EOCs and PREOC if established.

Demobilization Phase:

- Determine demobilization status of environmental services in the area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

ENVIRONMENTAL BRANCH COORDINATOR



Emergency Social Services Branch Coordinator

Note: This position is also commonly referred to as Emergency Social Services Director.

Responsibilities:

1. Over-all management of the ESS Branch.
2. In coordination with volunteer and private agencies, provide food, clothing, shelter and other essential services as required for disaster victims and response workers in the area.
3. Provides routine situation reports to Operations Section Chief, Situation Unit and (MHR) Ministry of Human Resources ESS Program Office in Victoria.
4. Shares information and provides ESS mutual aid (upon request) with other affected communities in the region.
5. Requests mutual aid assistance and/or provincial ESS resources from MHR's ESS Program Office in Victoria when local and/or regional ESS resources are exhausted.
6. Confers with Operations Section Chief and EOC Director to ensure that ESS response is appropriate and that expenditures for ESS are authorized.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility as requested.
- Ensure alternates are identified for your position to allow for 24 hour extended operations.
- Obtain briefing from Operations Section Chief or EOC Director.
- Assess level of ESS services needed and initiate call-out of ESS staff and volunteers as required.
- If appropriate, activate the ESS Headquarters to coordinate delivery of ESS services (via reception centres) and coordinate ESS resources with local suppliers and agencies.
- Establish telephone and/or radio communications with ESS Headquarters, activated Reception Centres, Group Lodging Sites, other ESS support agencies and MHR Regional office.

- Establish communications by phone with MHR - ESS Program Office in Victoria, 1-800-585-9559 or 250-387-6440 or via PEP 1-888-344-5888.
- Ensure communications is established with ESS Branch Coordinators in EOCs in other affected communities and/or with the ESS Regional Representative and/or Operational Area Coordinator in the PREOC.

Operational Phase:

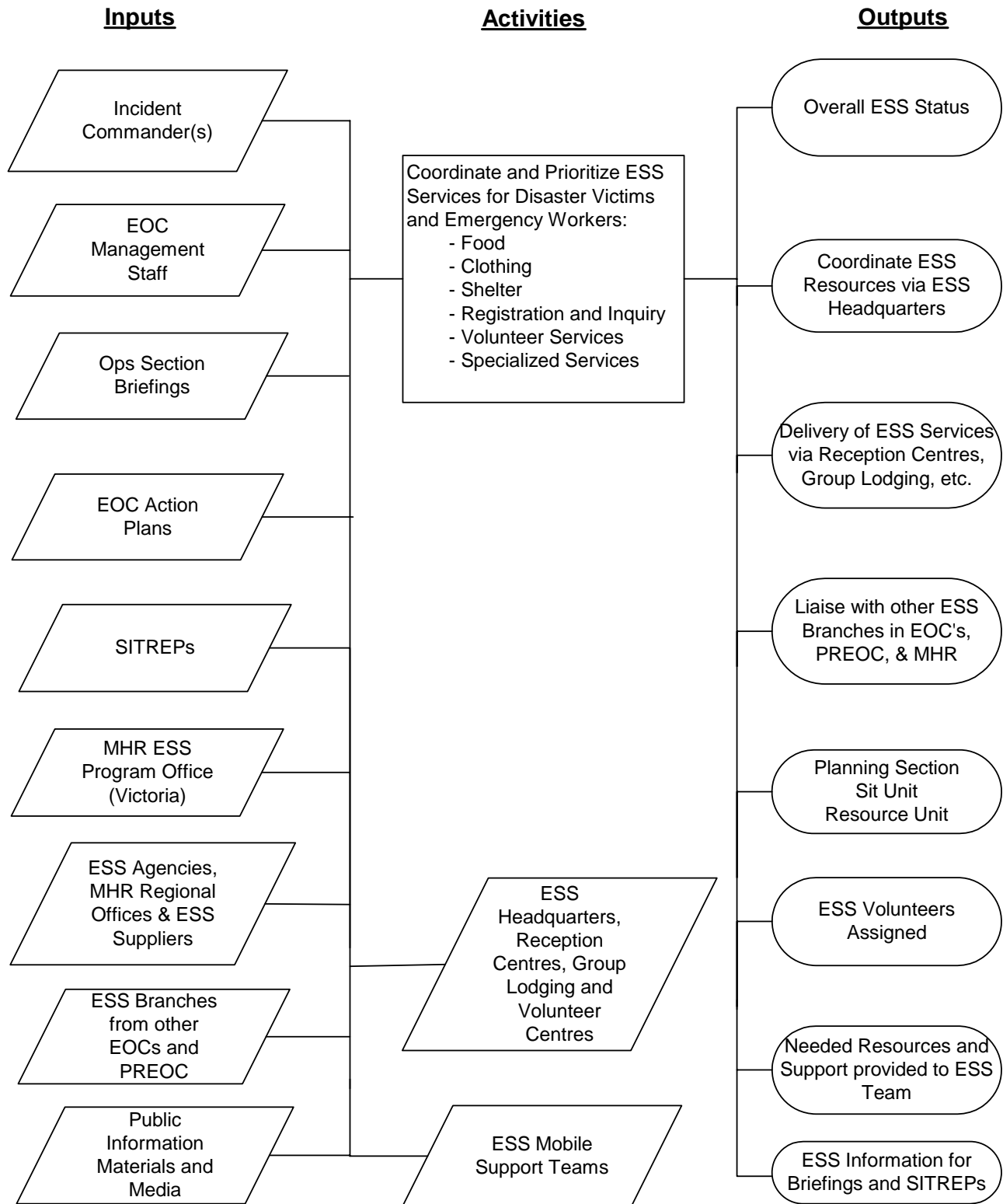
- Establish and maintain a position log or other necessary files.
- Maintain communications with and provide direction to the ESS Headquarters pertaining to the level of services required and duration of services
- Prioritize requests for ESS services.
- Coordinate activities with other volunteer agencies as required, (e.g. Red Cross, Salvation Army, etc.)
- Prepare objectives for the ESS Branch for each operational period; provide them to the Operations Section Chief prior to the Action Planning meetings.
- Maintain ESS resource status board, keeping track of number and type of ESS resources deployed and still available and share this information with Ops Section Chief, PREOC, MHR and other EOCs upon request.
- In consultation with Liaison Officer and/or ESS Regional Representative, ensure contact is made with unaffected communities to assess ESS resource availability.
- Facilitate requests for mutual aid from other communities in the region, and/or from PREOC, as available to do so.
- Request and arrange for acquisition of provincial ESS resources (via PREOC) when local and regional ESS resources are insufficient to meet needs.
- Refer all contacts with the media to the Information Officer and ensure that critical ESS information (e.g.: location of activated reception centres) is included in media releases.
- If an ESS Mobile Support Team is deployed to the area, maintain communications with the Team Director to ensure appropriate placement and adequate support needs are met.
- Prepare and forward ESS Situation reports to Operations Section Chief, and MHR in Victoria or ESS Regional Rep in the PREOC.
- Coordinate food and lodging needs for EOC staff and response personnel, as requested.
- Actively share ESS information with other branches and sections in the EOC.
- Maintain adequate records of financial expenditures.
- Ensure emergency expenses and extensions for ESS are pre-authorized by EOC Director.

- 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.

Demobilization Phase:

- Determine demobilization status of ESS services (e.g. closing of reception centres, group lodging, volunteer centre, registration sites, etc.) and the deactivation of the ESS Headquarters and advise the Operations Section Chief.
- Collect and store all completed ESS forms and paperwork from all the ESS service centres. Consult with Documentation Unit for appropriate storage location.
- Complete personal logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Coordinate the transition of ESS services to MHR regional office to ensure follow up and/or continued services are provided to disaster victims.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

ESS BRANCH COORDINATOR



Engineering Branch Coordinator

Responsibilities:

1. Survey all local facilities, assessing the damage to such facilities, and coordinating the repair of damage.
2. Survey all other infrastructure systems, such as local roads, bridges, sewer and water systems within the area.
3. Assist other sections, branches, and units as needed.
4. Supervise the Engineering Branch.
5. Liaise with other Engineering Branches in EOCs and PREOC.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to the EOC facility and obtain a briefing on the situation from the Operations Section Chief and site personnel.
- Based on the situation, activate the necessary units within the Engineering Branch:
 - Roads and Bridges Unit
 - Public Works Unit
 - Damage/Safety Assessment Unit
- Provide an initial situation report to the Operations Section Chief.
- Based on initial EOC priorities, prepare objectives for the Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

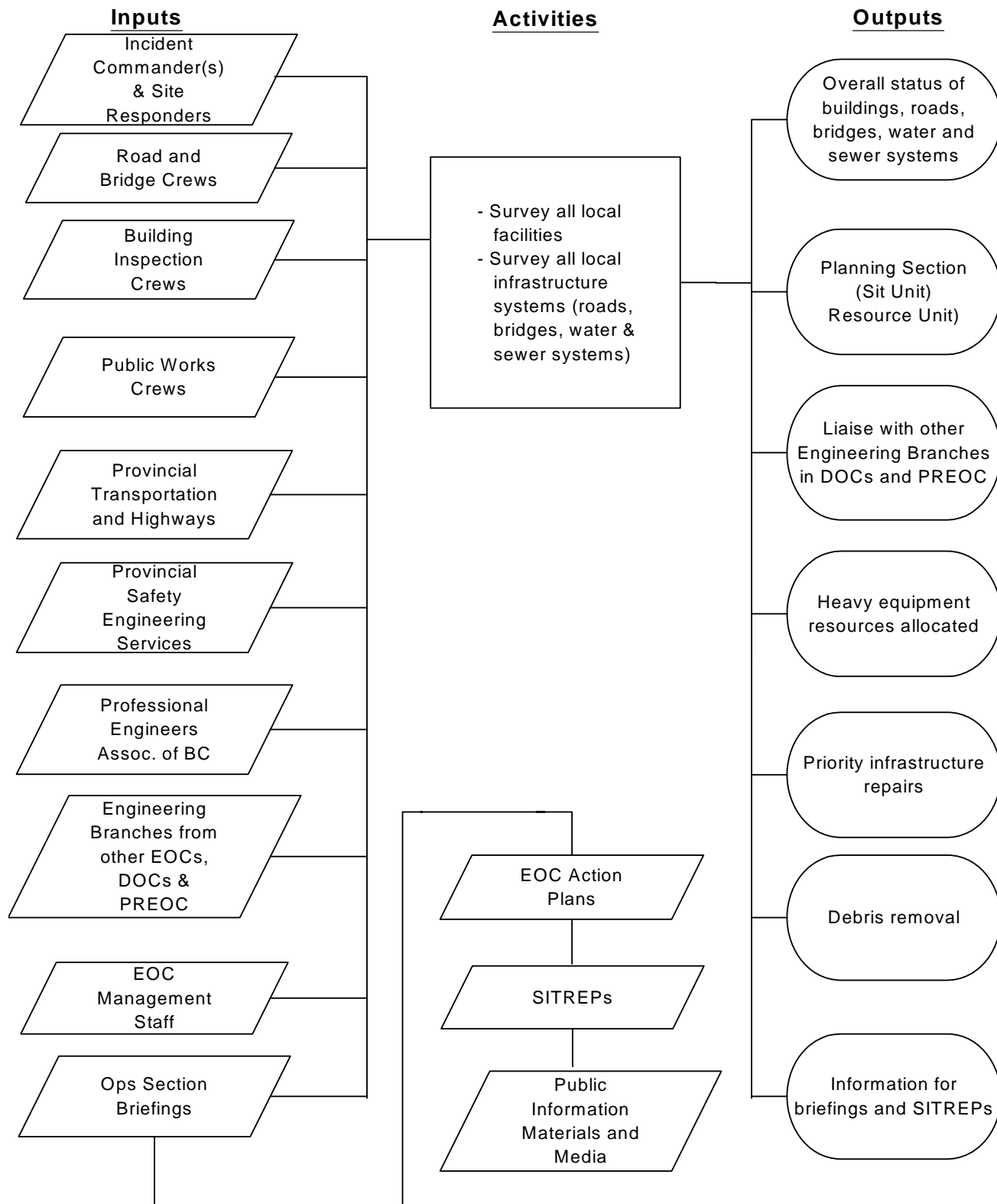
- Ensure that branch and unit position logs and other necessary files are maintained.
- Maintain current status on all engineering activities being conducted in the area.
- Ensure that damage and safety assessments are being carried out for both public and private facilities (See EOC 415).
- Determine and document the status of transportation routes into and within affected areas.

- Determine and document the status of public works (water and sewer systems) within affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Chief and the Planning Section with an overall summary of Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Unit Status Reports, as well as, the Initial Damage Assessment are completed and forwarded to the Operations Section Chief and Situation Unit.
- Refer all contacts with the media to the Information Officer. Be prepared to act as a spokesperson and offer technical information as requested.
- 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 Engineering Branch for each operational period; provide them to the Operations Section Chief prior to the Action Planning meeting.
- Implement EOC Action Plan assignments for Engineering Branch and Units.
- 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.

Demobilization Phase:

- Determine demobilization status of branch units and engineering operations in the area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

ENGINEERING BRANCH COORDINATOR



Utilities Branch Coordinator

Responsibilities:

1. Survey all utility systems, and provide restoration priorities to providers.
2. Assist other sections, branches, and units as needed.
3. Liaise with other utility representatives not present in EOC.

Reports to:

- EOC Operations Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to the EOC facility and obtain a briefing from the Operations Section Chief.
- Provide an initial Utilities Situation Report to the Operations Section Chief.
- Based on initial EOC priorities, prepare objectives for the Utilities Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

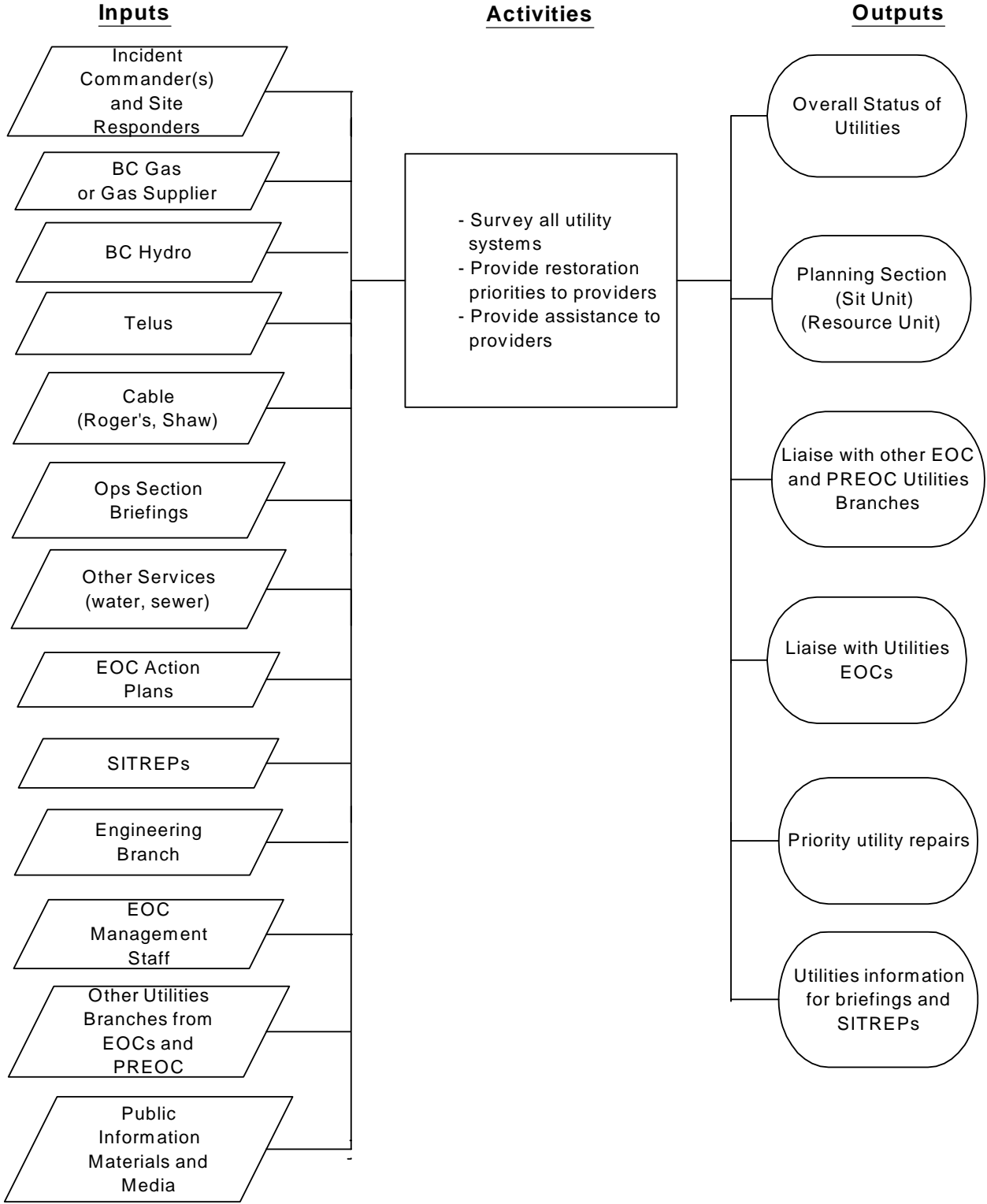
Operational Phase:

- Establish and maintain communications with the utility providers in the affected area.
- Determine the extent of damage to utility systems in the affected area.
- Coordinate with the Liaison Officer to establish whether agency representatives from affected utilities are available to attend the EOC.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Health Branch Coordinator informed of any threats (real or potential) regarding water contamination issues.
- Keep the Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain Utilities Status Reports, and share with Operations Section Chief, Branch Coordinators and Situation Unit.
- Refer all contacts with the media to the Information Officer, and be prepared to speak to technical issues as requested.
- Provide your relief with a briefing at shift change, informing him/her of all the ongoing activities, branch objectives for the operational period, and any other pertinent information.

Demobilization Phase:

- Determine demobilization status of the Utilities Branch and utility operations in the area, and advise Operations Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Forward any input towards the EOC After Action Report to the Operations Section Chief.
- Follow the Generic Demobilization Phase Checklist (3.0).

UTILITIES BRANCH COORDINATOR



Planning Section Chief

Responsibilities:

1. Ensures that the following responsibilities of the Planning Section are addressed as required:
 - collect, analyze, and display situation information
 - prepare periodic Situation Reports
 - prepare and distribute EOC Action Plan and facilitate Action Planning process
 - track Resources
 - conduct Advance Planning activities and report
 - document and maintain files on all EOC activities
 - provide technical support services to the various EOC sections and branches
2. Establishes the appropriate level of organization for the Planning Section.
3. Exercises overall responsibility for the coordination of branch/unit activities within the section.
4. Keeps the EOC Director informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensures that Status Reports are completed and utilized as a basis for EOC Situation Reports, and EOC Action Plans.

Reports to:

- EOC Director/Deputy

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to the EOC facility and obtain a briefing from the EOC Director.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

UNIT 3
POSITION CHECKLISTS AND AIDS

- Based on the situation, activate units within the Planning section as needed and designate Leaders for each unit:
 - Situation Unit
 - Resources Unit
 - Demobilization Unit
 - Technical Specialists Unit
 - Documentation Unit
 - Advance Planning Unit
 - Recovery Unit
- Request additional personnel for the section from Logistics as necessary to maintain a 24-hour operation.
- Establish contact with the PREOC Planning Section when activated, and coordinate Situation Report requirements with them.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of units in Planning section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director and EOC Management Team informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

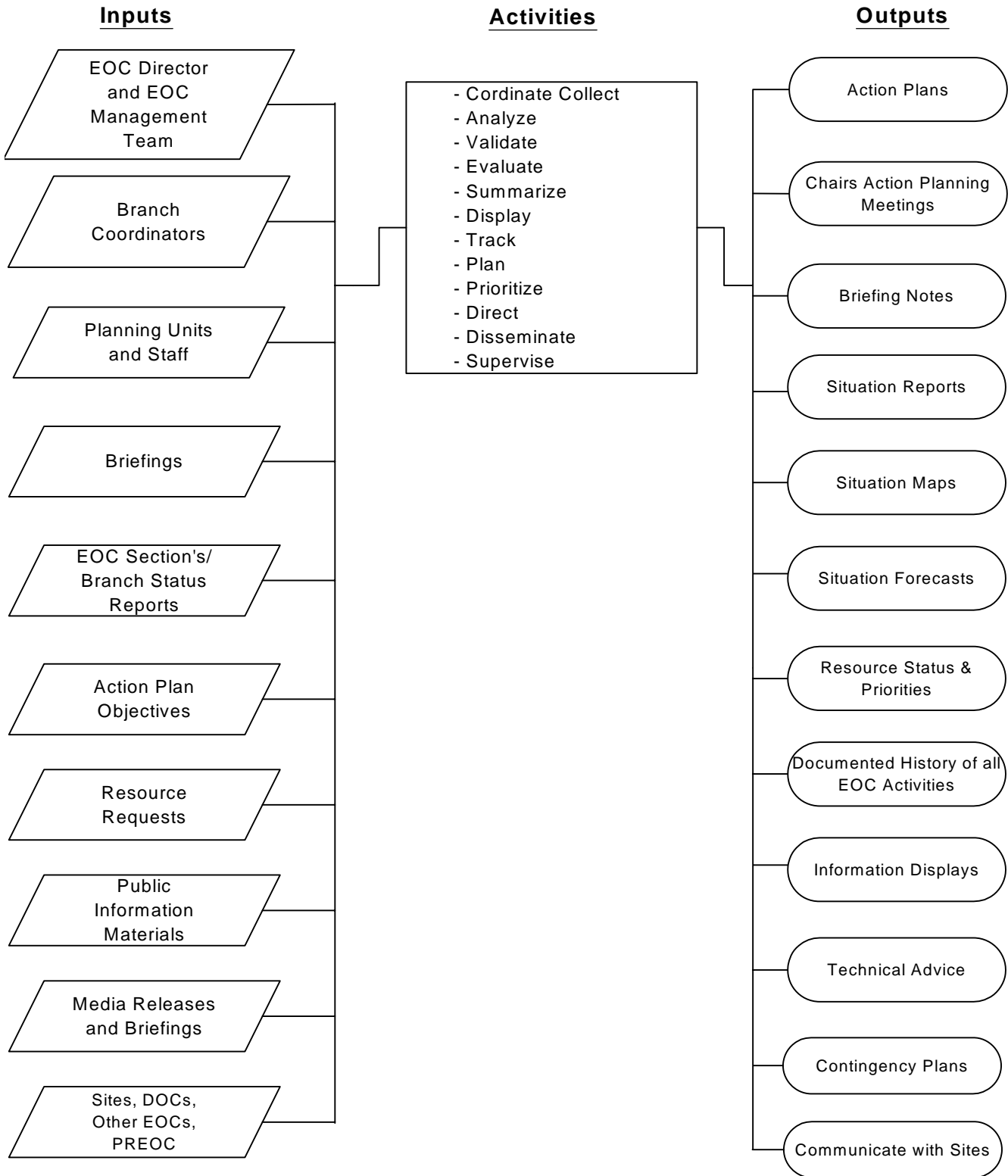
- Ensure that Planning position logs and other necessary files are maintained.
- Ensure that the Situation Unit is maintaining current information for the EOC Situation Report.
- Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by Planning Section. It is recommended to provide a Planning Liaison to Operations Section.
- Ensure that an EOC Situation report is produced, approved and distributed to EOC Sections, PEP or PREOC at least once, prior to the end of the operational period (others may be produced as directed by EOC Director).
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Information Officer 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.
- Chair the EOC Action Planning meetings approximately two hours before the end of each operational period.

- 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.
- Work closely with each branch/unit within the Planning 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 which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical services, such as environmental advisors and other technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- Ensure Risk Management Officer is involved in Action Planning process.

Demobilization Phase:

- Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections.
- Oversee preparation of the EOC After Action Report, by the Recovery Unit.
- Determine demobilization status of all Planning Units and advise the EOC Director.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Review EOC After Action Report prior to submitting to EOC Director and Management Team for approval.
- Follow the Generic Demobilization Phase Checklist (3.0).

PLANNING SECTION CHIEF



Situation Unit Coordinator

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information, including damage assessments.
2. Ensure that information collected from all sources is validated (see information validation figure 3.18-1).
3. Ensure that Situation Reports are developed for dissemination to EOC staff and to the PREOC.
4. Ensure that an EOC Action Plan is developed for each operational period based on objectives developed by each EOC Section (See EOC 402).
5. Ensure that an ongoing link is established with the Operations Section for the purpose of collecting accurate situation information in a timely manner.
6. Ensure that all maps, status boards and other displays contain current and accurate information.
7. Supervise the Situation Assessment Unit.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to the EOC facility and obtain a briefing from the Planning Section Chief.
- Ensure there is adequate staff, including Observers (if needed) available to collect and analyze information and facilitate the Action Planning Process. Examples: Observers can be placed in the Operations Section as well as out at the sites to help collect necessary information.
- Prepare Situation Unit objectives for the initial Action Planning meeting.

Operational Phase:

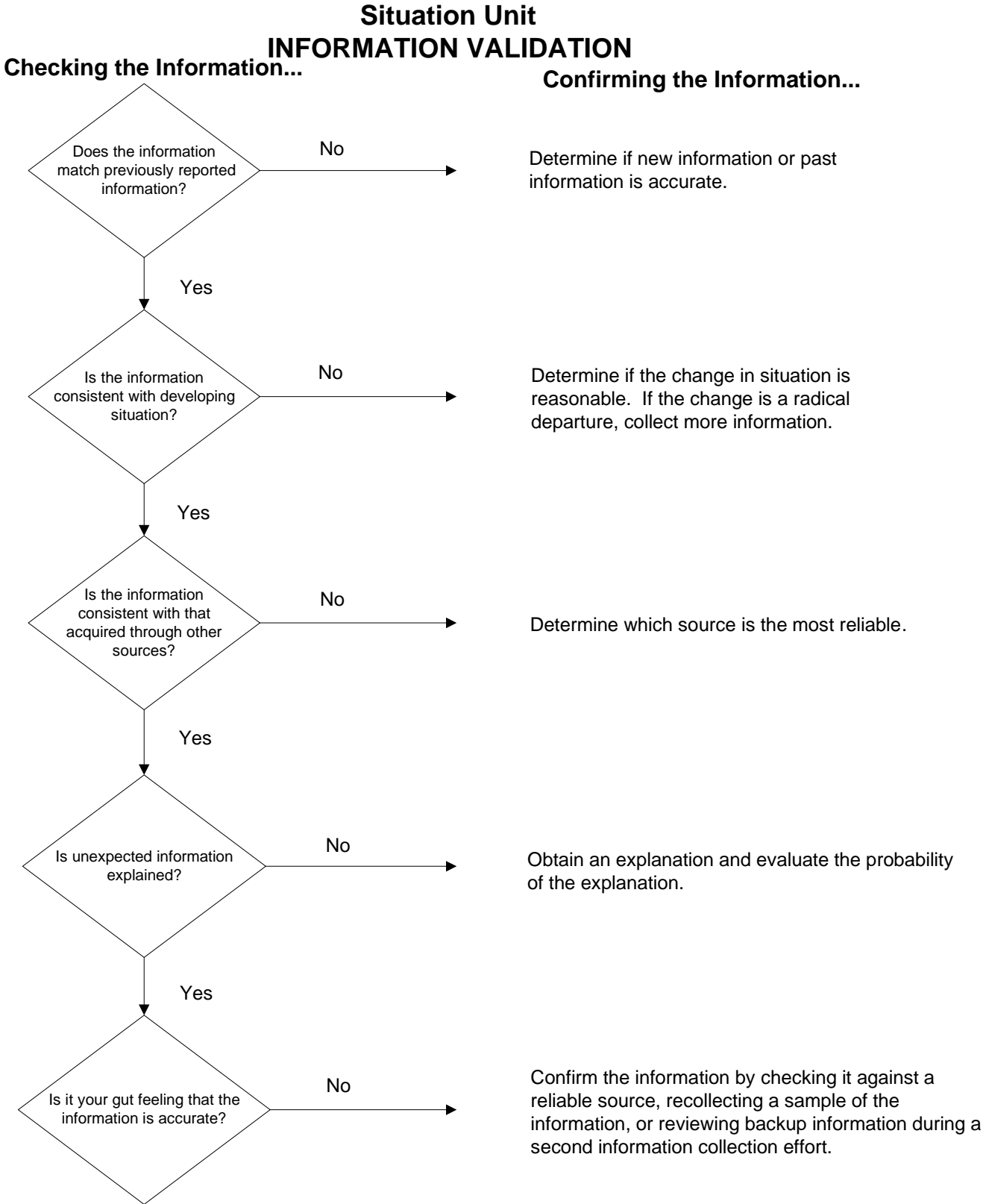
- Ensure position logs and other necessary files are maintained.
- Assign a Situation Staff member to observe the Operations Section and collect situation status information on a regular basis.
- Ensure each EOC section & branch provides the Situation Unit with status updates on a regular basis.

UNIT 3
POSITION CHECKLISTS AND AIDS

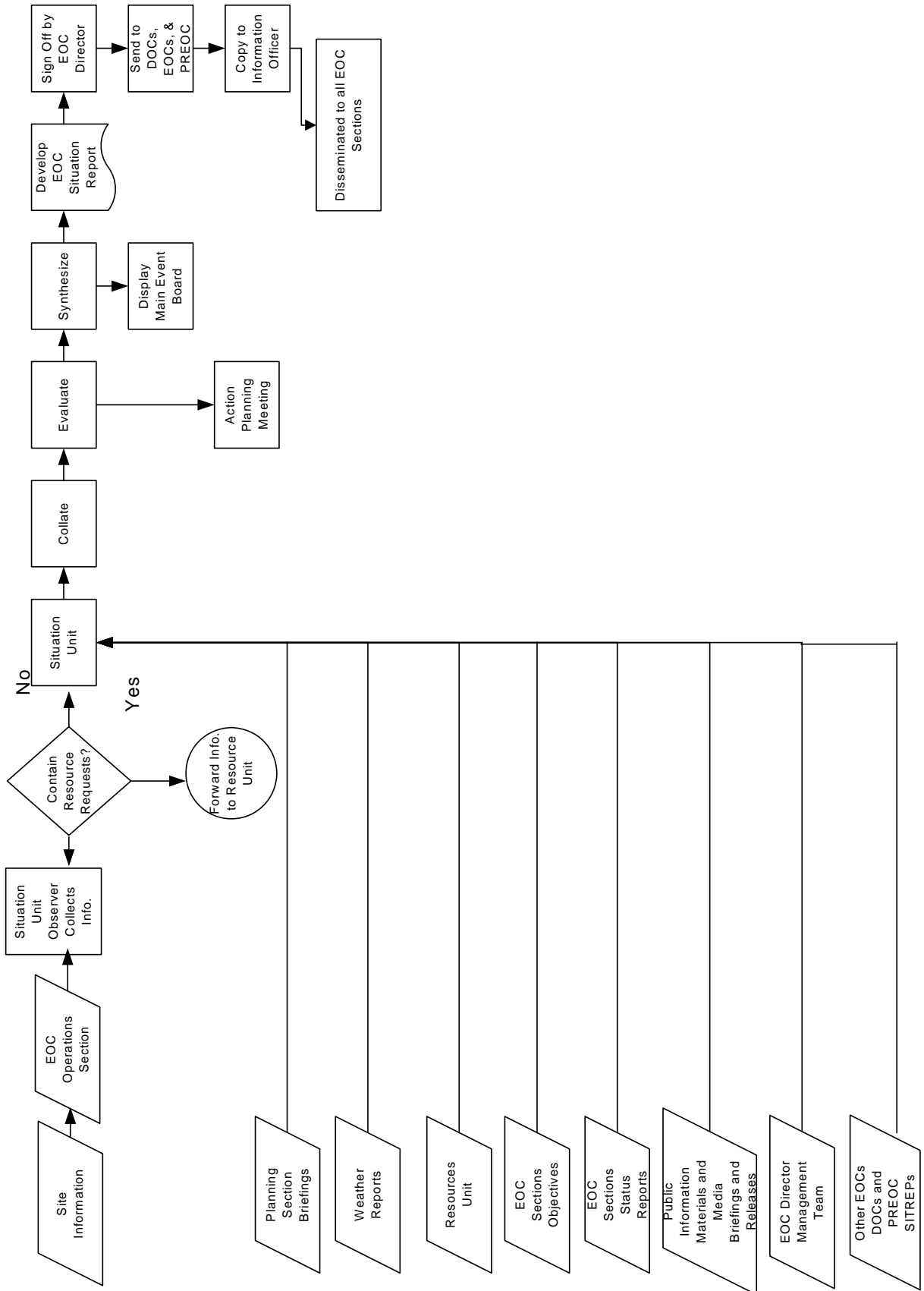
- Oversee the collection and analysis of all incident or disaster related information.
- Oversee the preparation and distribution of the EOC Situation Report (See EOC 501).
- Coordinate with the Documentation Unit for the reproduction of relevant plans and distribution as required.
- Meet with the Information Officer to coordinate access to current information.
- Prepare a situation briefing for the EOC Action Planning meeting (See EOC 401A).
- Ensure each EOC section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- Convene the Action Planning meeting and assist Planning Section Chief in facilitating the meeting.
- In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Sit Reports, etc.)
- Following the meeting, send approved Action Plan (See EOC 402) to the Documentation Unit for distribution prior to the next operational period.
- Ensure that adequate staff members are assigned to maintain all maps, status boards and other displays. Status Board information should include Event Name, PEP Task # and columns for: Sequential Numbering System for new incidents, Date and Time, Incident Details, Response taken (includes activities and resources), Open or Closed Status, and a column for Follow-up Required.

Demobilization Phase:

- Determine demobilization status of the Situation Unit and advise the Planning Section Chief.
- Complete all logs and forms and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow up on.
- Provide input toward the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).



**Situation Unit Coordinator
Information Collection Analysis and Distribution**



Resource Unit Coordinator

Responsibilities:

1. Coordinate with the branches and units in the Operations and Logistics Sections to capture and centralize resource status information. **Note: This position tracks resources, it does not obtain or supply them.**
2. Develop and maintain resource status boards, and/or other tracking and display systems.
3. Supervise the Resource Unit.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to the EOC facility and obtain a briefing from the Planning Section Chief.
- Ensure there is adequate staff to fill the Resource Unit responsibilities.

Operational Phase:

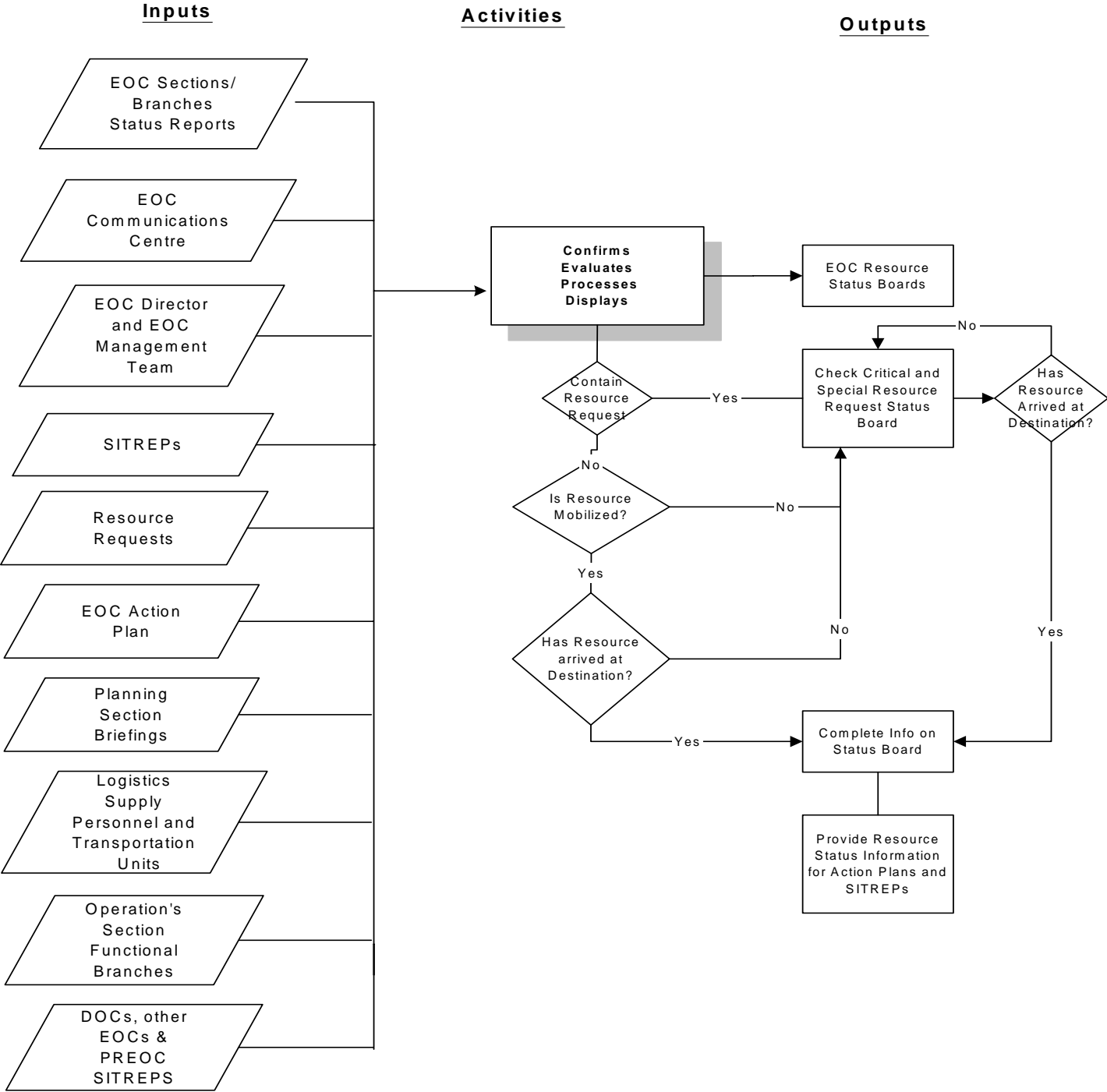
- Establish and maintain a position log and other necessary files.
- Coordinate closely with the Operations Sections Branches and Logistics Section Units particularly Supply, Personnel, and Transportation.
- Obtain from Planning Section Chief or EOC Director list of known critical resources.
- Obtain copies of critical resource requests from the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following information: date and time of the request, items requested, priority designation (precedence level), time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with Operations and Logistics and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.

- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

- Keep Demobilization Unit informed of committed resources.
- Determine demobilization status of the Resource Unit and advise the Planning Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning Staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

RESOURCE UNIT COORDINATOR



Demobilization Unit Coordinator

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents, and Situation Reports, and status of EOC priorities and objectives.
2. Supervise personnel assigned to the Demobilization Unit.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain a current situation report from the Planning Section Chief.

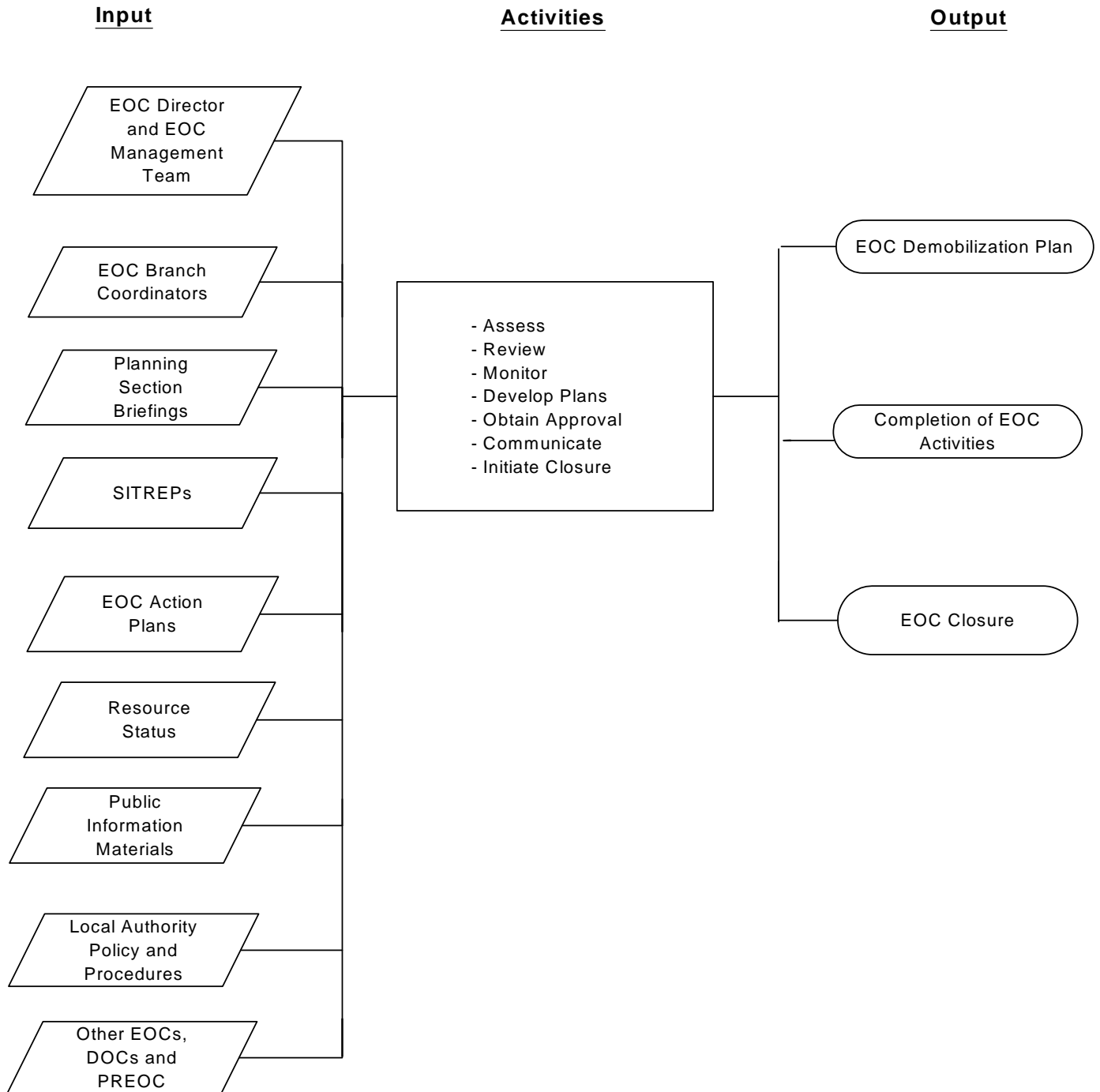
Operational Phase:

- Monitor current EOC Action Plans, Situation Reports, and resource assignment lists.
- Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director for demobilization policies and procedures.
- Draft Demobilization Plan and circulate to the Planning Section Chief EOC Director and EOC Management Team for review.
- Finalize the Demobilization Plan for approval by the EOC Director.
- Demobilization Planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- Advise all Section Chiefs to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the EOC.

Demobilization Phase:

- Initiate the Demobilization Plan for the EOC as approved by the EOC Director.
- Complete all logs and documentation and forward to documentation unit.
- Ensure all equipment and materials are returned to their proper places.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

DEMOBILIZATION UNIT COORDINATOR



Advance Planning Unit Coordinator

Responsibilities:

1. Develop 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.
2. Review all available Situation Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster, particularly issues that might modify the overall EOC priorities and objectives.
3. Provide periodic briefings for the EOC Director and Management Team addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain situation briefing from the Planning Section Chief.
- Ensure adequate staffing level for the Advanced Planning Unit.

Operational Phase:

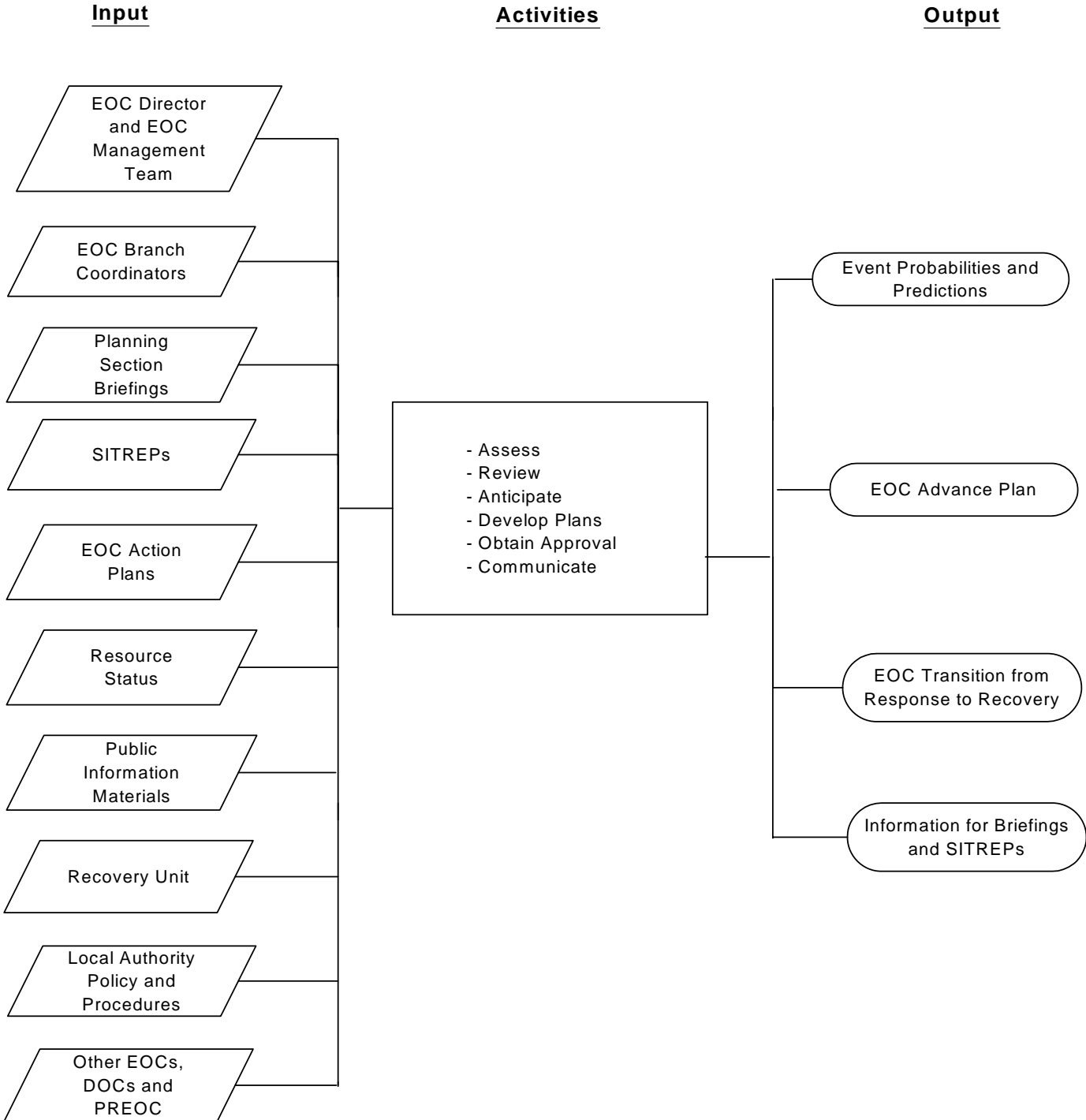
- Maintain a position log, and other relevant documentation.
- Review the current Situation Report and include recent updates.
- Meet individually with the EOC Management Team and determine best estimates of the future direction and outcomes of the event or disaster.
- Develop an Advance Plan identifying 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.
- Submit the Advance Plan to the Planning Section Chief for review and approval prior to implementation via briefings with the EOC Director and Management Team.

- Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the Management Team, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.
- Assist Recovery Unit Coordinator in developing initial relief plans.

Demobilization Phase:

- Determine demobilization status of the Advance Planning Unit and advise EOC Planning Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow up on.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

**ADVANCE PLANNING UNIT
COORDINATOR**



Recovery Unit Coordinator

Responsibilities:

1. Assess the requirements for assistance for community and individual recovery from a major emergency or disaster.
2. Identify immediate steps (short-term relief efforts) that can be taken to initiate and speed recovery within the area.
3. Anticipate actions required over the long term to restore local services and return the area to pre-emergency conditions.
4. Supervise the Recovery Unit and all recovery operations unless otherwise directed by the Planning Section Chief and/or EOC Director.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain current situation briefing from Planning Section Chief.

Operational Phase:

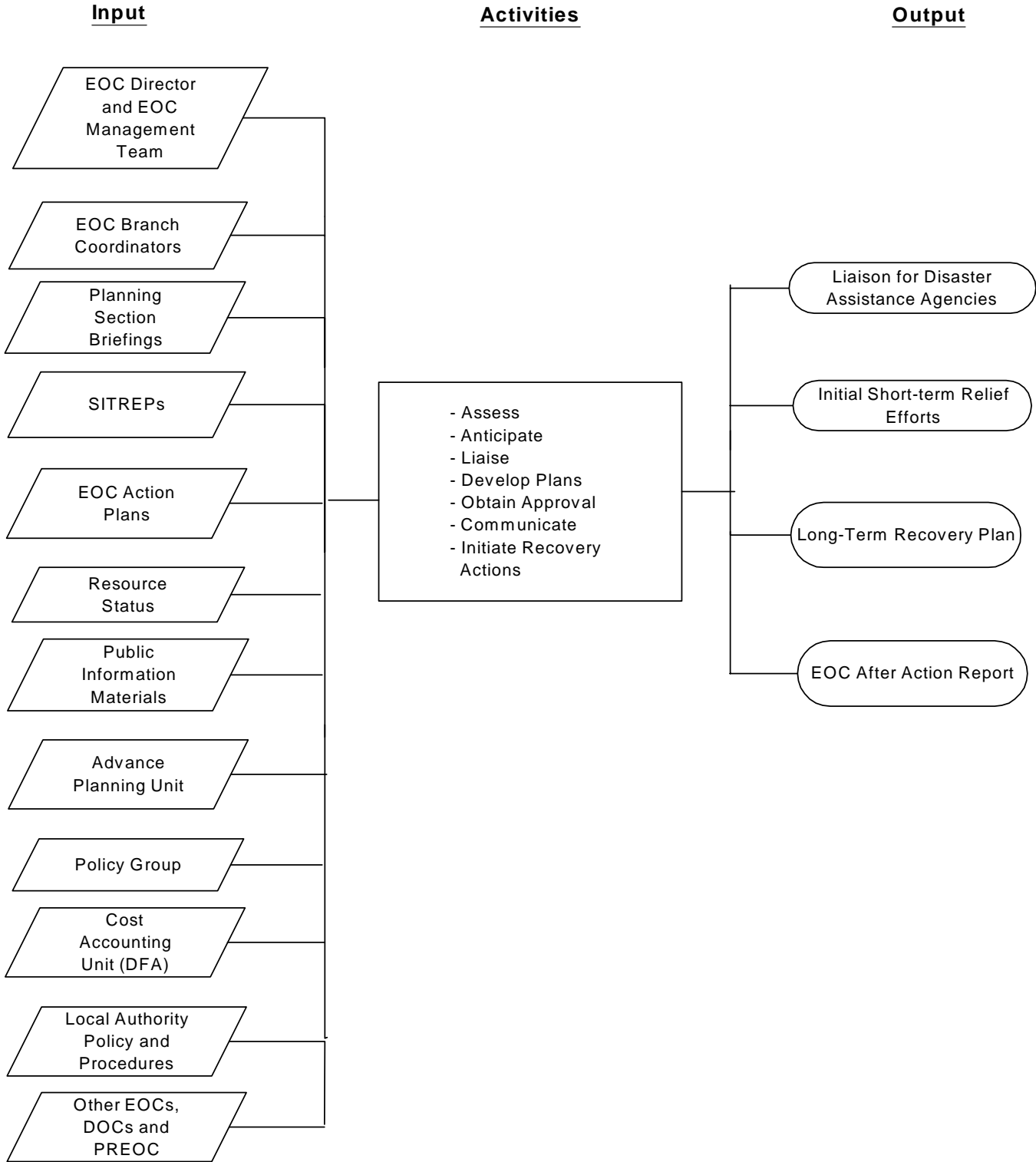
- Establish and maintain position log and other necessary files.
- Act as the liaison for the EOC and other disaster assistance agencies to coordinate the recovery process.
- Ensure that short-term relief efforts such as: interim housing, counselling, utility restoration, debris removal, building safety inspections, etc. have been planned for and initiated.
- Prepare Recovery Plan, including actions required by priority, for recovery of public and private infrastructure, public and private property, mental health, public health, and the social economic fabric.
- Obtain EOC Director's approval of plan and disseminate to EOC Management Team.
- Coordinate recovery plans and Disaster Financial Assistance (DFA) with Cost Accounting Unit.
- Assist DFA Unit with plans for establishing a "One-Stop Shopping" Recovery Centre, as required.

- In consultation with the other Planning Section Units and EOC Management Team prepare the EOC After Action Report.
- Submit After Action Report to Planning Section Chief for review and approval prior to conducting briefings with the EOC Director and Management Team.

Demobilization Phase:

- Determine demobilization status of the Recovery Unit and advise the EOC Planning Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Follow the Generic Demobilization Phase Checklist (3.0).

**RECOVERY UNIT
COORDINATOR**



Documentation Unit Coordinator

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, including: all EOC position logs, Situation Reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC Situation Reports, EOC Action Plan, and other documents, as requested.
4. Maintain a permanent archive of all Situation Reports and EOC Action Plans associated with the event or disaster.
5. Assist Recovery Unit with preparation and distribution of the EOC After Action Report.
6. Supervise the Documentation Unit.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain a situation briefing from the Planning Section Chief.

Operational Phase:

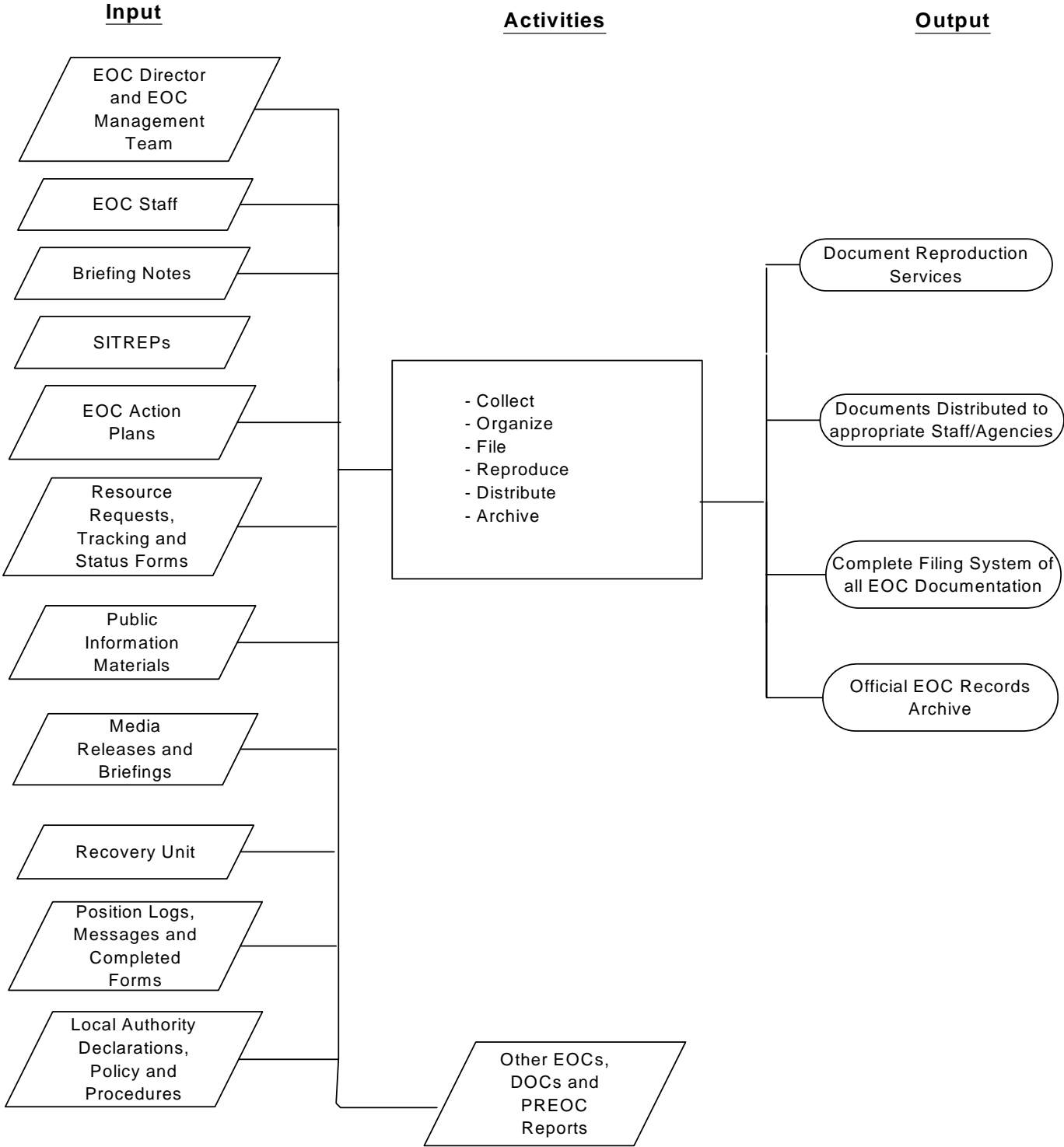
- Maintain a position log and other relevant documentation.
- Meet with the Planning Section Chief and Risk Management Officer to determine what EOC materials should be maintained as official records.
- Initiate and maintain a roster and organization chart of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit.
- Meet with the Recovery Unit Coordinator to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Reproduce and distribute approved Situation Reports and EOC Action Plans. Ensure distribution includes the PREOC.

- Keep extra copies of reports and Plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.
- Assist the Recovery Unit in preparing the EOC After Action Report.

Demobilization Phase:

- Determine demobilization status of the Documentation Unit and advise the EOC Planning Section Chief.
- Complete all logs and documentation.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow up on.
- Assist with distribution of the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

**DOCUMENTATION UNIT
COORDINATOR**



Technical Specialists Unit Coordinator

Responsibilities:

1. Provide technical observations and recommendations to the EOC in specialized areas, as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Specialists Unit.

Reports to:

- EOC Planning Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to the EOC facility and obtain a situation briefing from the Planning Section Chief.

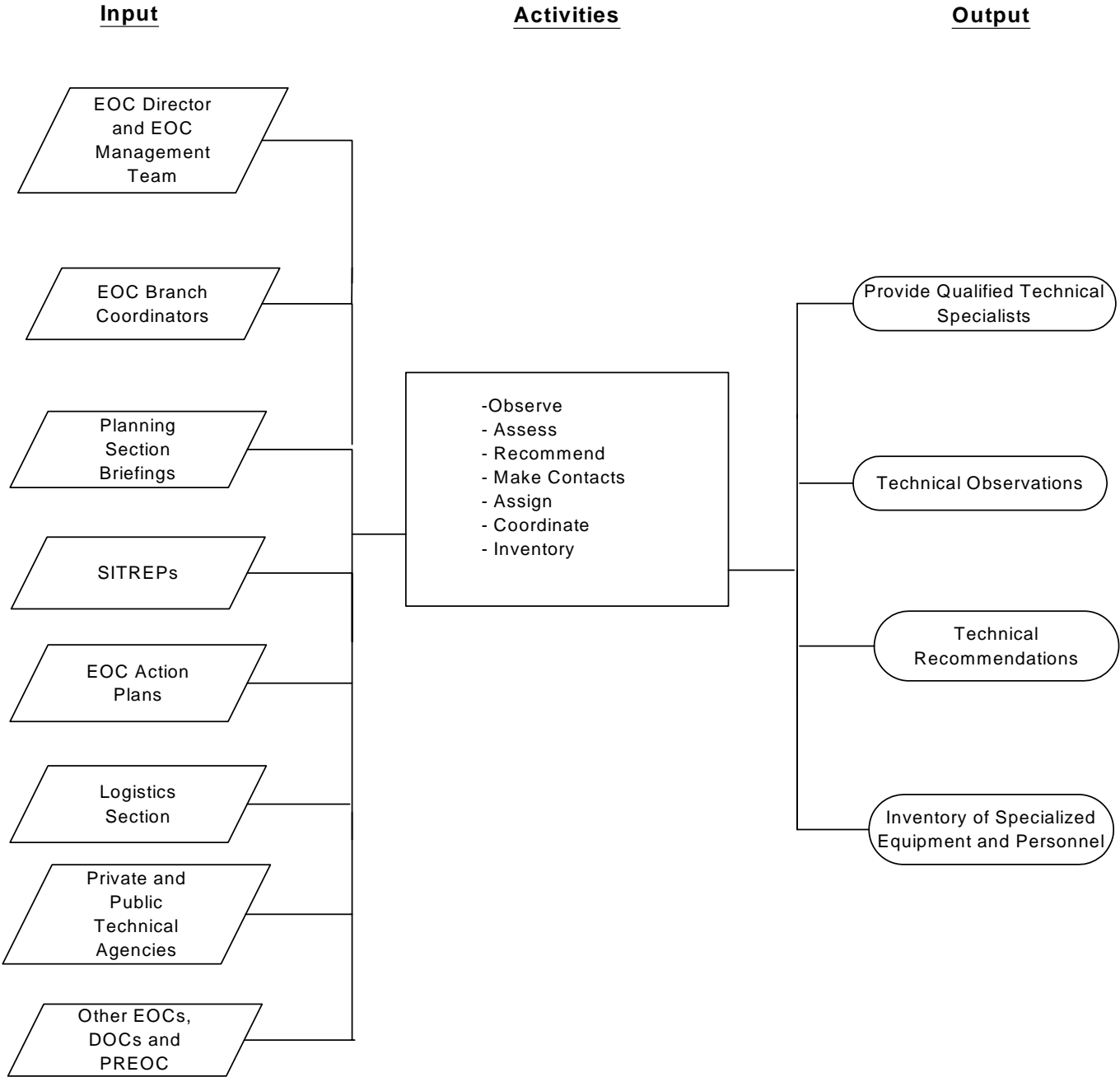
Operational Phase:

- Maintain a position log and other necessary files.
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.
- Maintain inventory of technical specialists.
- On request, prepare to provide centralized technical specialities such as meteorological, fire behaviour or engineering expertise for multiple incident sites.

Demobilization Phase:

- Determine demobilization status of the Technical Specialists Unit and advise the EOC Planning Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Technical Staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

**TECHNICAL SPECIALISTS
UNIT COORDINATOR**



Logistics Section Chief

Responsibilities:

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities, and transportation as well as arranging for food, lodging, and other support services as required both for the EOC and site requirements.
2. 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.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction.
7. Coordinate with ESS Branch Coordinator on the provision of food and lodging for EOC and Site Personnel.
8. Supervise the Logistics Section.

Reports to:

- EOC Director/Deputy

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- 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.
- Based on the situation, activate branches/units within the section as needed and designate Branch and Unit Leaders for each element:
 - Information Technology Branch (Communications Unit, Computer Systems Unit)
 - Transportation Unit
 - EOC Support Branch (Facilities Unit, Security Unit, Clerical Unit)
 - Supply Unit
 - Personnel Unit

- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with the Logistics Section at the PREOC if activated.
- Advise Units within the section to coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from Incident Commanders and DOCs. This should be done prior to acting on a request.
- Meet with the EOC Director and Management Team to identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist Unit Leaders in developing objectives for the Logistics section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

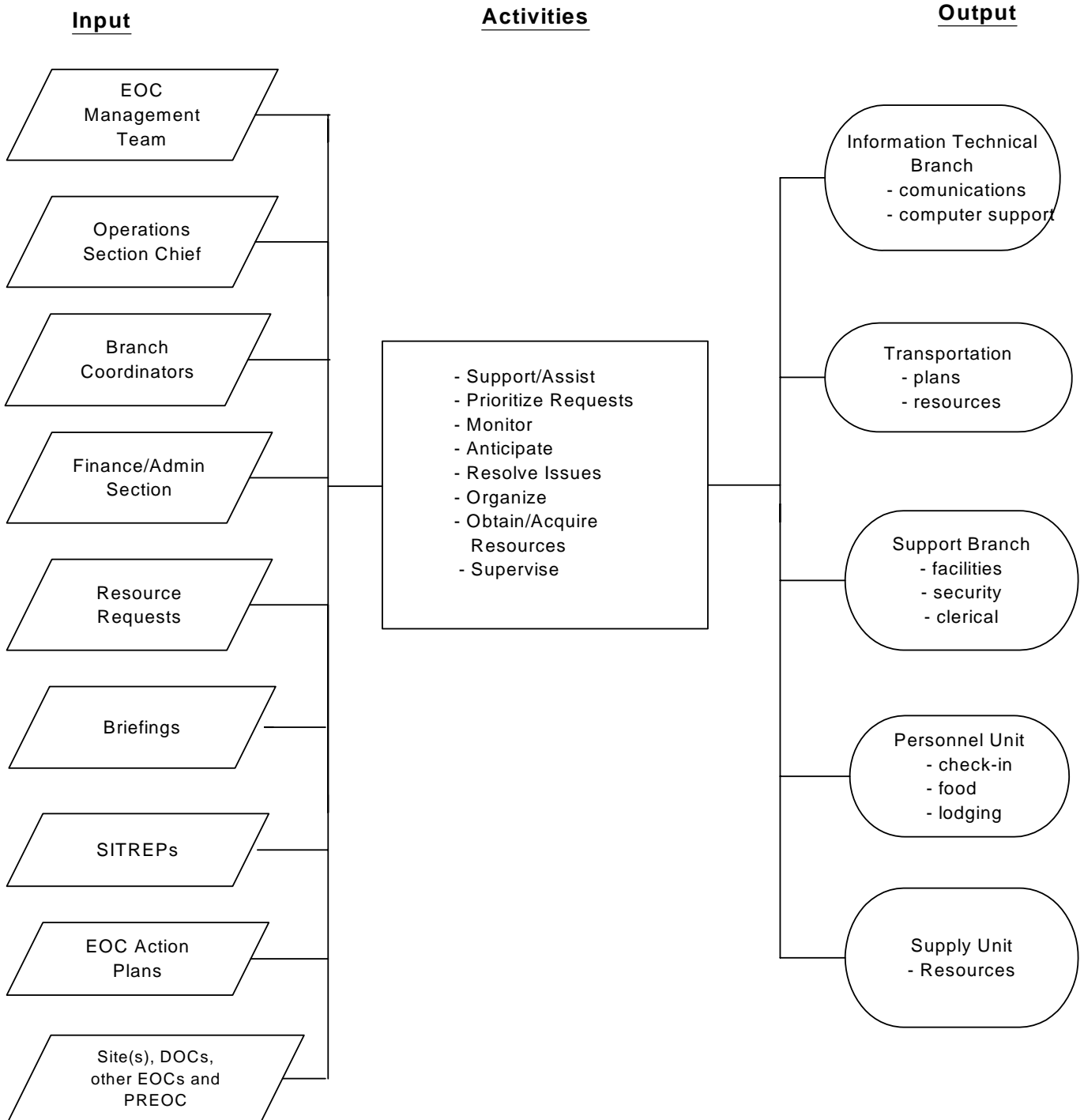
- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on Logistics section objectives for forthcoming operational periods.
- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Provide periodic Section Status Reports to the EOC Director and Situation Unit.
- Ensure that the Supply Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.
- Ensure Supply and Personnel Units coordinate relevant activities with appropriate Functional Branch Coordinators in the various EOC Sections.
- 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 in cooperation with the Planning Section Resource Unit, as well as resources ordered through Mutual Aid.

- Provide Section Staff with information updates via section briefings, as required.
- 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.

Demobilization Phase:

- Identify high cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Determine demobilization status of the Logistics Section and advise the EOC Director.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administrative Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

LOGISTICS SECTION CHIEF



Information Technology Branch Coordinator

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with Incident Commander(s), DOCs, other EOCs, MROCs and PREOC, if established.
3. Determine specific computer requirements for all EOC positions.
4. Implement available computer systems for internal information management and include message and e-mail systems, as available.
5. Ensure that the EOC Communications Centre is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the Communications Branch.

Reports to:

- EOC Logistics Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain a situation briefing from Logistics Section Chief.
- Based on the situation, activate the necessary units within the Information Technology Branch:
 - Communications Unit
 - Computer Systems Unit
- Prepare objectives for the Information Technology Branch; provide them to the Logistics Section Chief as directed.

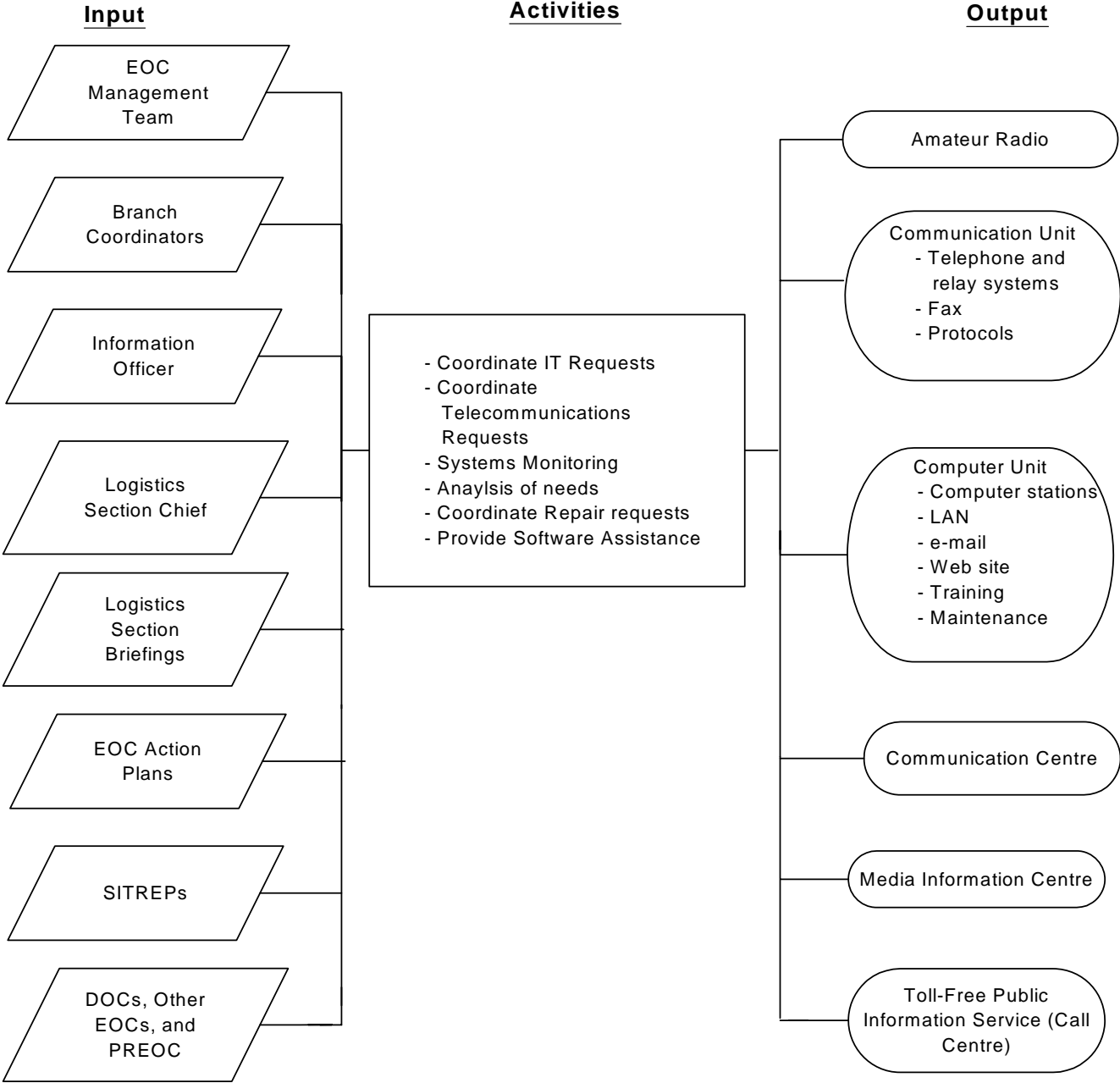
Operational Phase:

- Ensure that Information Technology Branch position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC Sections/Branches/Units regarding the use of all communication systems.
- Ensure that the EOC Communications Centre is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- Provide necessary telecommunications when Information Officer establishes a Media Information Centre.
- Provide necessary telecommunications when Information Officer establishes a toll-free Public Information Line or Call Centre.
- Ensure that adequate communications operators and call takers are mobilized to accommodate each discipline, on a 24-hour basis or as required.
- Ensure that a communications link, (if available), is established with the PREOC.
- Continually monitor the operational effectiveness of EOC communication systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communication equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communication systems as required.
- Keep the Logistics Section Chief informed of the status of communication systems.
- Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief as directed.
- Refer all contacts with the media to the Information Officer.

Demobilization Phase:

- Determine demobilization status of the Information Technology Branch and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Follow the Generic Demobilization Phase Checklist (3.0).

**INFORMATION TECHNOLOGY BRANCH
COORDINATOR**



Transportation Unit Coordinator

Responsibilities:

1. In coordination with the Engineering Branch Coordinator, and Planning's Situation Unit, develop a Transportation Plan to support the EOC Action Plan.
2. Arrange for the acquisition or use of required transportation resources.
3. Coordinate air transportation needs with Air Operations Branch.
4. Supervise the Transportation Unit.

Reports to:

- EOC Logistics Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain a situation briefing from the Planning Section Chief.

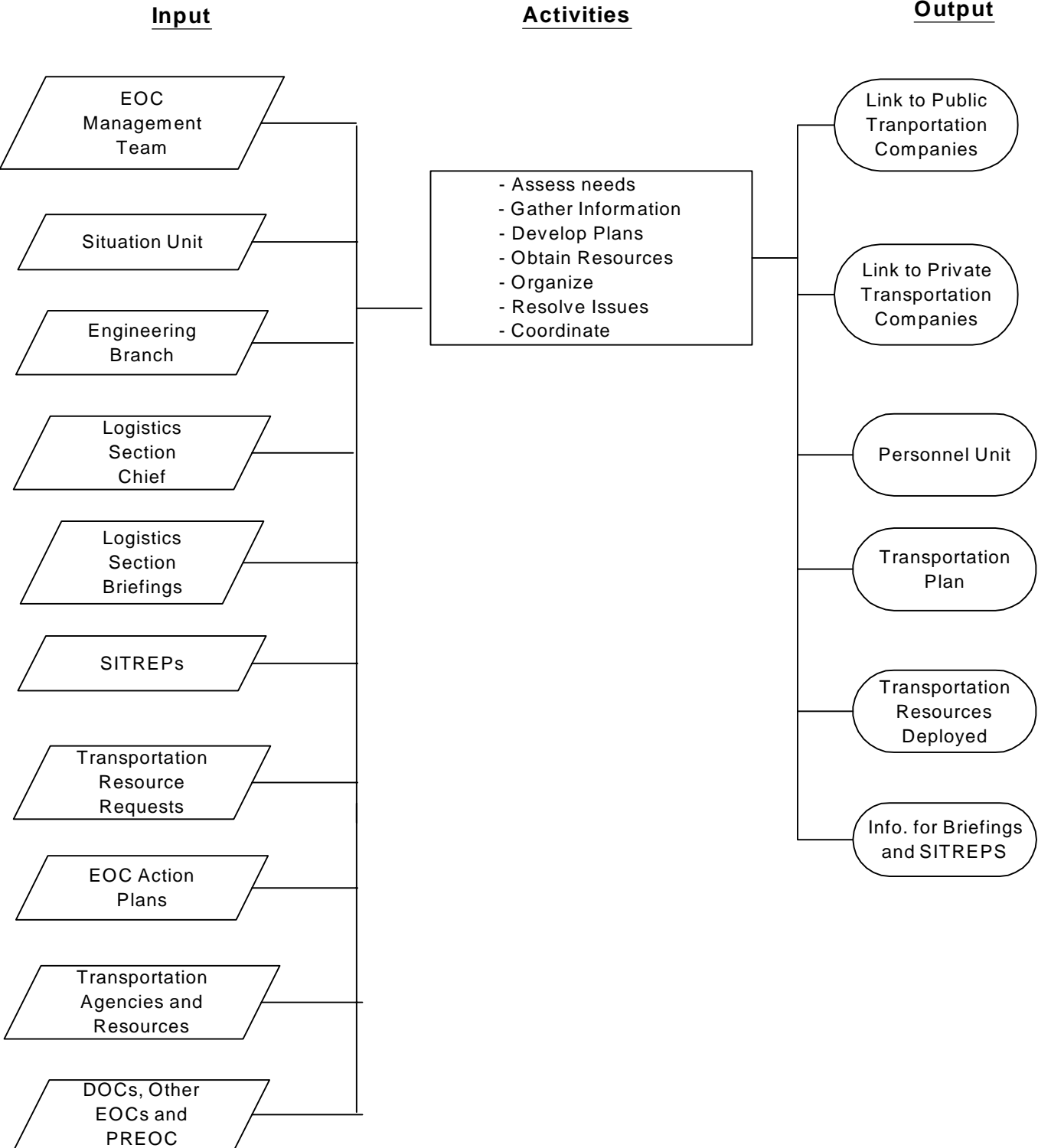
Operational Phase:

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the area.
- Routinely coordinate with the Engineering Branch Coordinator to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and movement of resources and materials (see EOC 507).
- 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.
- Coordinate transportation activities and needs with Supply and Personnel Units, Branches, Information and Liaison Officers.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- Coordinate return of all transportation resources, no longer required.
- Determine demobilization status of the Transportation Unit and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

TRANSPORTATION UNIT COORDINATOR



Personnel Unit Coordinator

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Site Operations.
2. Identify, recruit and register staff and volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

Report to:

- EOC Logistics Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain situation briefing from Logistics Section Chief.

Operational Phase:

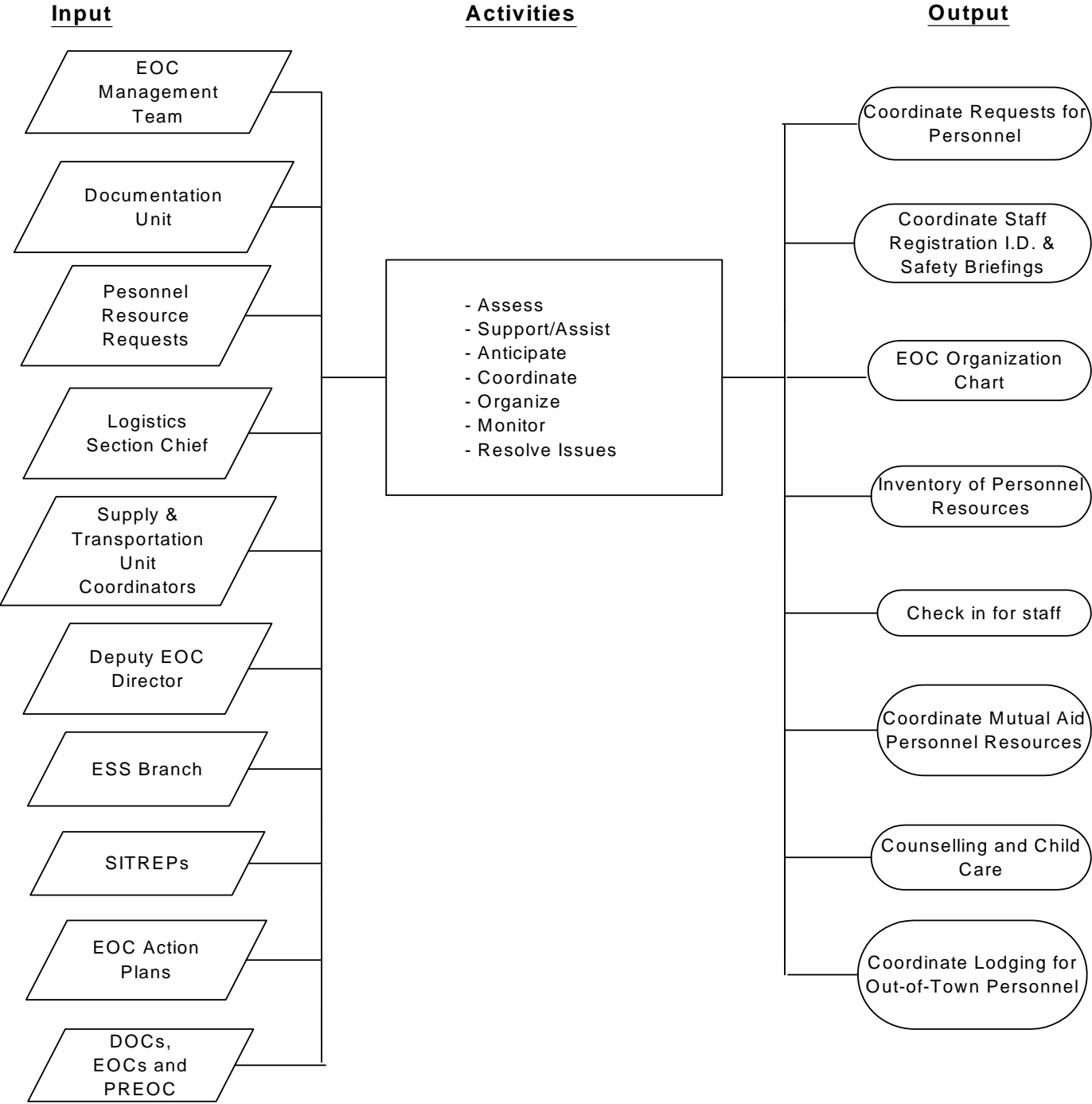
- Establish and maintain position log and other necessary files.
- Check in all incoming EOC personnel (See EOC 511 and PEP Task Reg. 512)
- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Deputy EOC Director and Risk Management Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for personnel. 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.
- Maintain a status board or other reference to keep track of incoming personnel resources.

- Develop shift schedules (See EOC 503).
- Coordinate with the Deputy EOC Director and Risk Management Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- Assist the Operations Section with ordering of mutual aid personnel resources as required.
- Coordinate all requests for personnel resources from the functional branches with the EOC Operations Section prior to acting on request.
- In coordination with the EOC Deputy Director, determine the need for counselling and critical incident stress debriefing for EOC staff and emergency workers; acquire mental health specialists as needed.
- Arrange for childcare services for EOC personnel as required.
- Establish and staff registration locations to register volunteers, and issue disaster service worker identification cards.
- Ensure that accommodation is arranged for out-of-town personnel. Coordinate with ESS Branch and Supply Unit.
- Coordinate with Transportation Unit ground transportation requirements.
- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

- Determine demobilization status of the Personnel Unit and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

PERSONNEL UNIT COORDINATOR



Supply Unit Coordinator

Responsibilities:

1. Oversee the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels.
2. Coordinate actions with the Finance /Administration Section.
3. Coordinate delivery of supplies and materials as required.
4. Allocate critical resources as required and directed.
5. Supervise the Supply Unit.

Reports to:

- EOC Logistics Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain situation briefing from Logistics Section Chief.
- Ensure adequate staffing levels for Supply Unit.

Operational Phase:

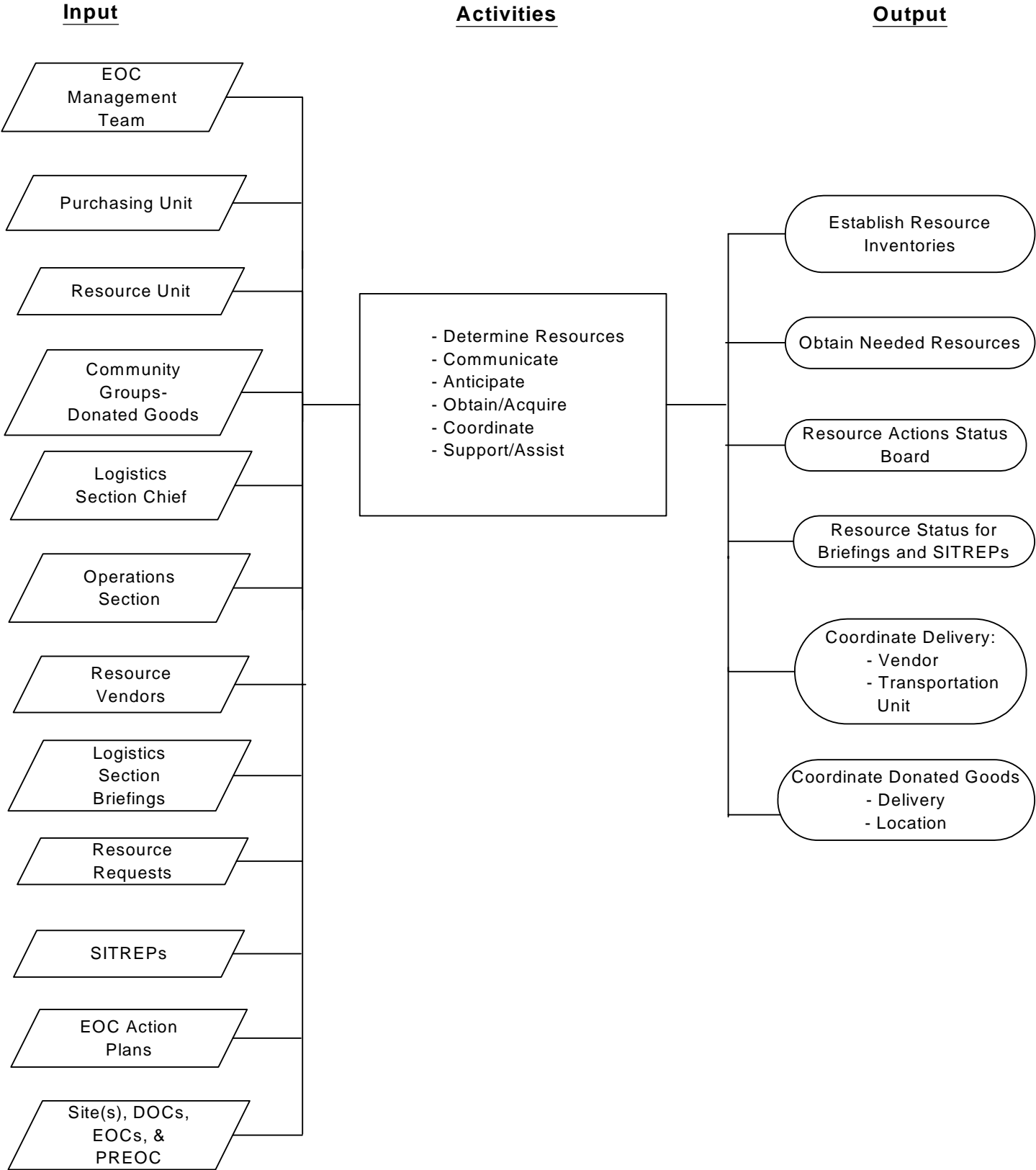
- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and materials are available in inventory or from the area.
- Determine spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materials, and also verify that the request has not been previously filled through another source.
- Generate an expenditure authorization form for EOC Director signature.
- In conjunction with the Resource Unit, maintain a status board or other reference depicting supply actions in progress and their current status (See EOC 515).
- Determine if the item can be provided without cost from another jurisdiction or through the PREOC.

- Determine unit costs of supplies and materials 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 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 pick up and delivery through the Transportation Unit.
- Coordinate donated goods and services from community groups and private organizations. Consult with ESS Branch Coordinator on procedures for collecting, inventorying, and distributing usable donations.
- Keep the Logistics Section Chief informed of significant issues affecting the Supply Unit.

Demobilization Phase:

- Determine demobilization status of the Supply Unit and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to the Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

SUPPLY UNIT COORDINATOR



EOC Support Branch Coordinator

Responsibilities:

1. Ensure that 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.
2. Ensure food and refreshments are provided to EOC staff.
3. Ensure security measures are taken to secure all facilities from access by unauthorized people.
4. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
5. Supervise the Support Branch.

Reports to:

- EOC Logistics Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain situation briefing from Logistics Section Chief.
- Ensure adequate staffing levels to meet needs of Support Branch.

Operational Phase:

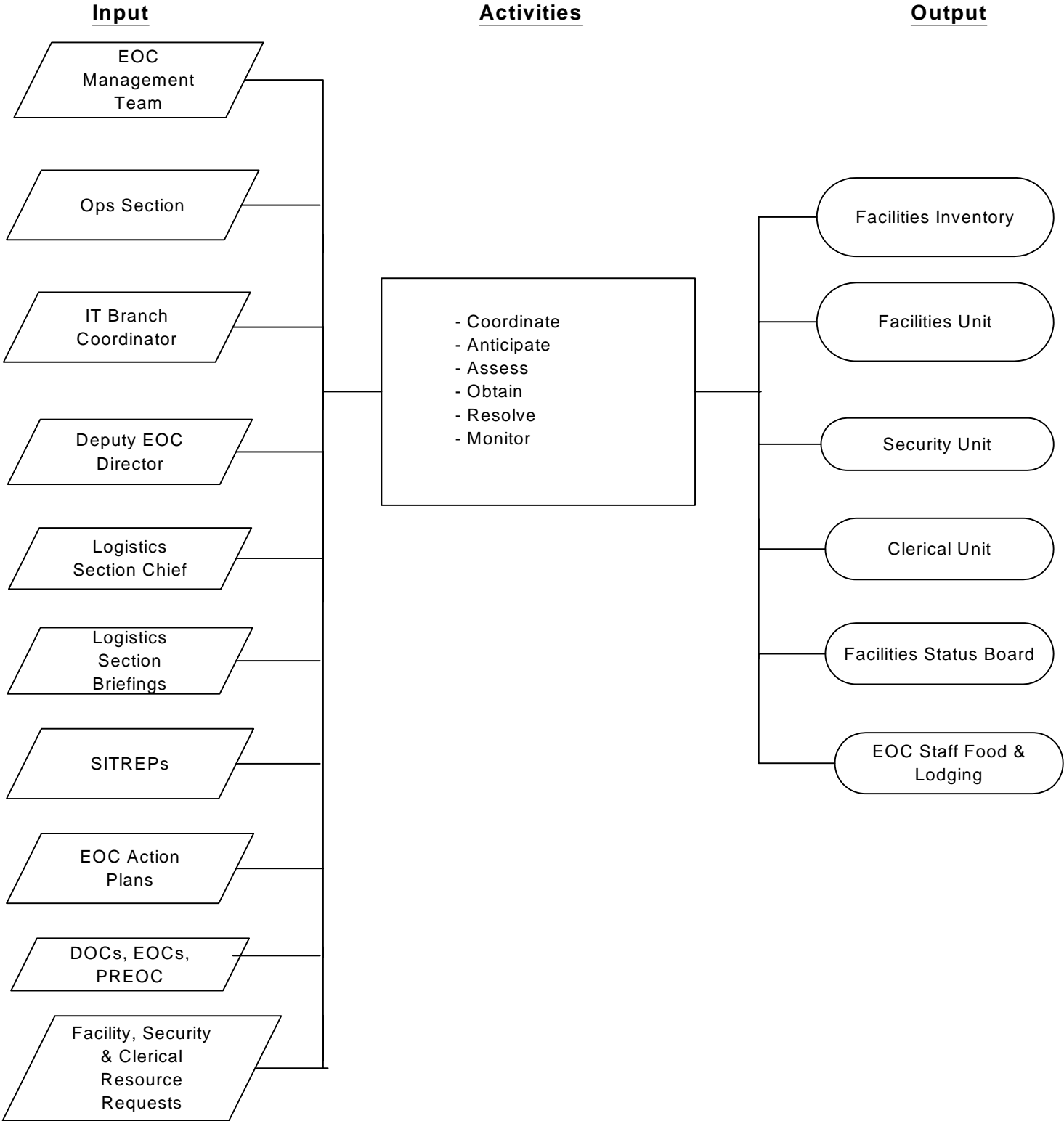
- Establish and maintain a position log and other necessary files.
- Activate Facilities Unit, Security Unit, Clerical Unit if required.
- Work closely with the Deputy EOC Director, IT Branch Coordinator, and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with Branches and Units in the Operations Section to determine if assistance with facility acquisition and support is needed at the site level.
- Arrange for continuous maintenance of acquired facilities, ensuring that utilities and restrooms are operating properly.
- Keep inventory lists (See EOC 523).
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

- Develop and maintain a status board or other reference which depicts the location of each facility, a general description of furnishings, supplies and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with appropriate regulations & bylaws.
- Arrange for and supervise food and lodging services for EOC staff (See EOC 508). Coordinate activities with ESS Branch Coordinator and Supply Unit Coordinator.
- Arrange for and supervise security staff for EOC facilities.
- Arrange for and supervise clerical staff for the EOC.
- Keep the Logistics Section Chief informed of significant issues affecting the Support Branch

Demobilization Phase:

- As facilities are vacated, coordinate with the facility manager and IT Branch Coordinator 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.
- Determine demobilization status of the EOC Support Branch and advise the EOC Logistics Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

EOC SUPPORT BRANCH COORDINATOR



Finance/Administration Section Chief

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded and collected for all personnel.
3. Ensure there is a continuum of the payroll process for all employees responding to the event or disaster.
4. In consultation with EOC Director determine spending limits, if any, for Logistics, Operations, and Management Staff.
5. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
8. Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to PEP.
9. Supervise the Finance/Administration Section.

Reports to:

- EOC Director/Deputy

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- 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 Unit
 - Purchasing Unit
 - Compensation and Claims Unit
 - Cost Unit
- Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- Consult with EOC Director for spending limits.

UNIT 3
POSITION CHECKLISTS AND AIDS

- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.
- Meet with all Unit Coordinators and ensure that responsibilities and procedures are clearly understood.
- In conjunction with Unit Coordinators, determine the initial Finance/Administration 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.

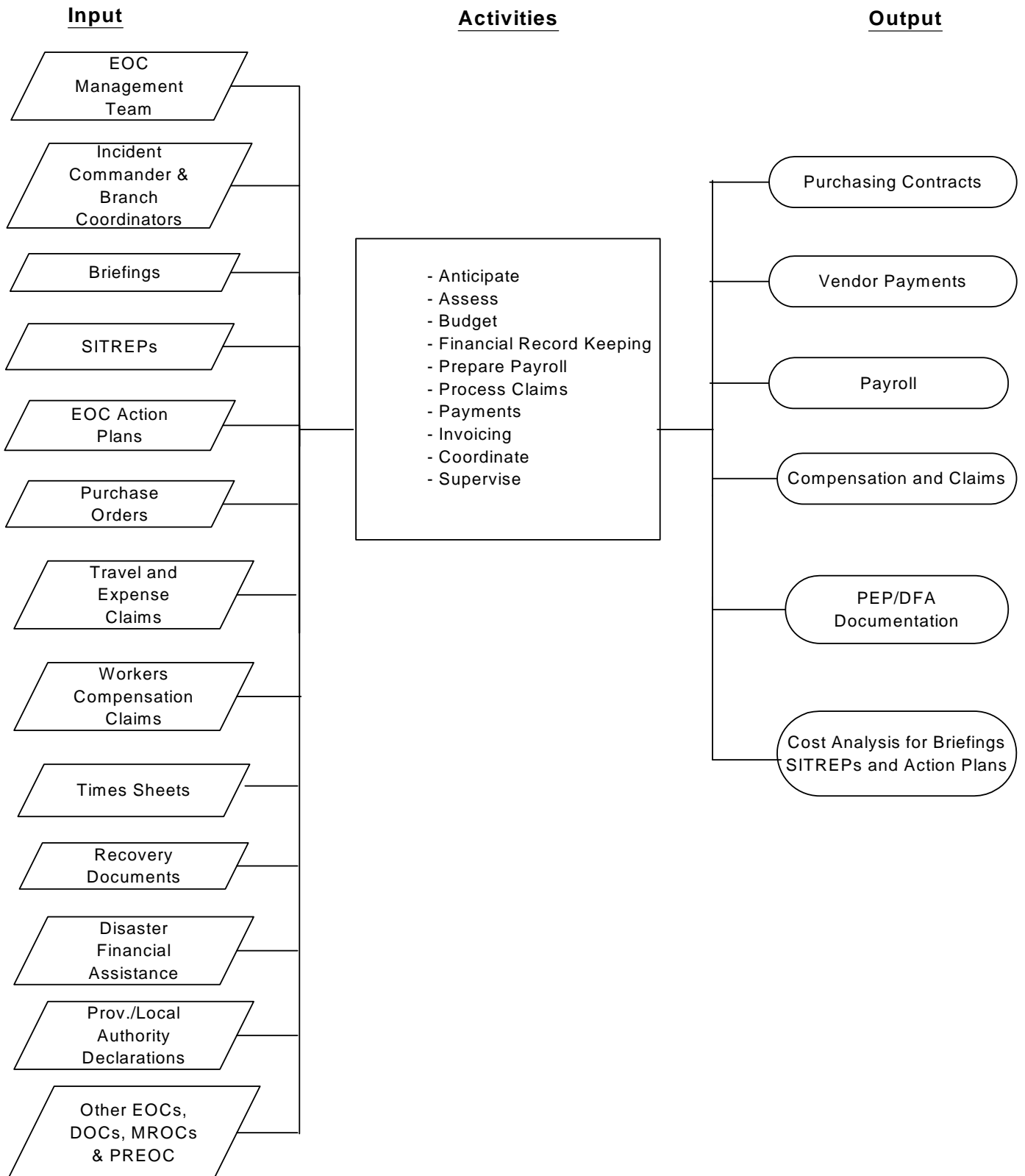
Operational Phase:

- Ensure that Finance/Administration position logs and other necessary files are maintained. **Note: Jurisdiction should use the same financial, cost accounting and time sheet forms used in non-emergency times.**
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Provide cost estimates to Action Planning Process.
- Brief all Unit Coordinators and ensure they are aware of the EOC priorities particularly those affecting the Finance/Administration Section, as defined in the Action Plan.
- Keep the EOC Director, Management Team, and Elected Officials aware of the current fiscal situation and other related matters, on an ongoing basis.
- Ensure that the Cost Unit maintains all financial records throughout the event or disaster.
- Ensure that the Time Unit tracks and records all agency staff time.
- In coordination with the Logistics and Operations Sections, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit Processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.
- Ensure that the Time Unit processes all time sheets and travel expense claims promptly.
- Ensure that all cost documentation and Disaster Financial Assistance is accurately maintained by the Cost Unit during the response, and submitted on the appropriate forms to PEP

Demobilization Phase:

- Determine demobilization status of the Finance/Administration Section and advise the EOC Director.
- Ensure that all expenditures and financial claims have been processed and documented.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Finance/Administration staff or other EOC sections to follow up on.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

FINANCE/ADMINISTRATION
SECTION CHIEF



Time Unit Coordinator

Responsibilities:

1. Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster.
2. Ensure that hired and contracted personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.
3. Supervise the Time Unit.

Reports to:

- EOC Finance/Administration Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain situation briefing from Finance/Administration Section Chief.

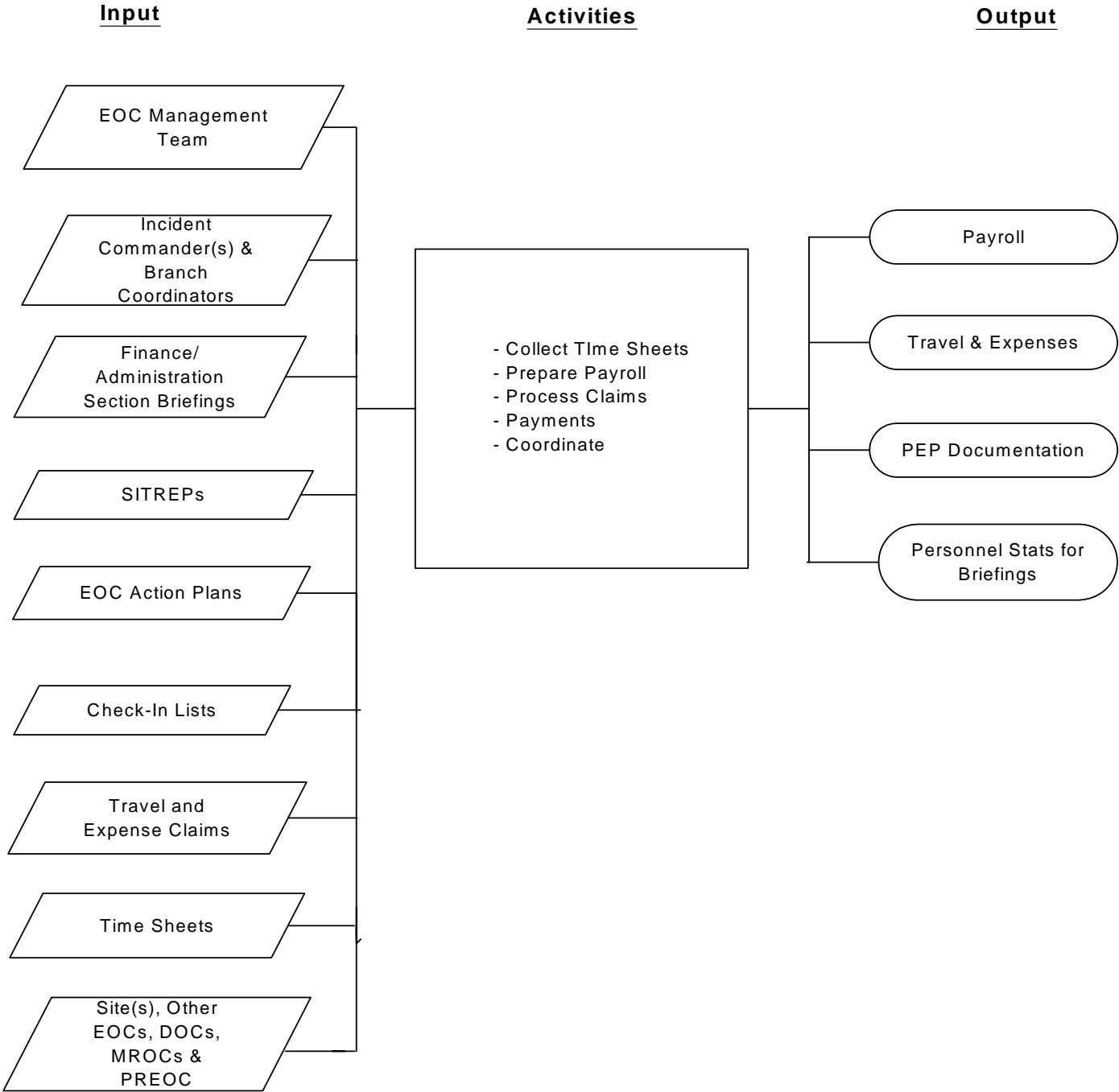
Operational Phase:

- Establish and maintain position logs and other necessary files.
- Initiate, gather, or update time reports (use jurisdictions regular payroll time sheets) from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared according to policy.
- Obtain completed personnel Check-in Lists (See EOC 511) from the Personnel Unit. Must include all EOC Personnel as well as personnel assigned to the Site 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.
- Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Unit.

Demobilization Phase:

- Determine demobilization status of the Time Unit and advise the EOC Finance/Administration Section Chief.
- Ensure that all expenditures and financial claims have been processed and documented.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Finance/Administration Section staff or other EOC sections to follow-up on.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

TIME UNIT COORDINATOR



Procurement Unit Coordinator

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply Unit and Operations Section on all matters involving the purchase, hire, contract, rental and leases.
3. Supervise the Procurement Unit.

Reports to:

- EOC Finance/Administration Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain situation briefing from Finance/Administration Section Chief.

Operational Phase:

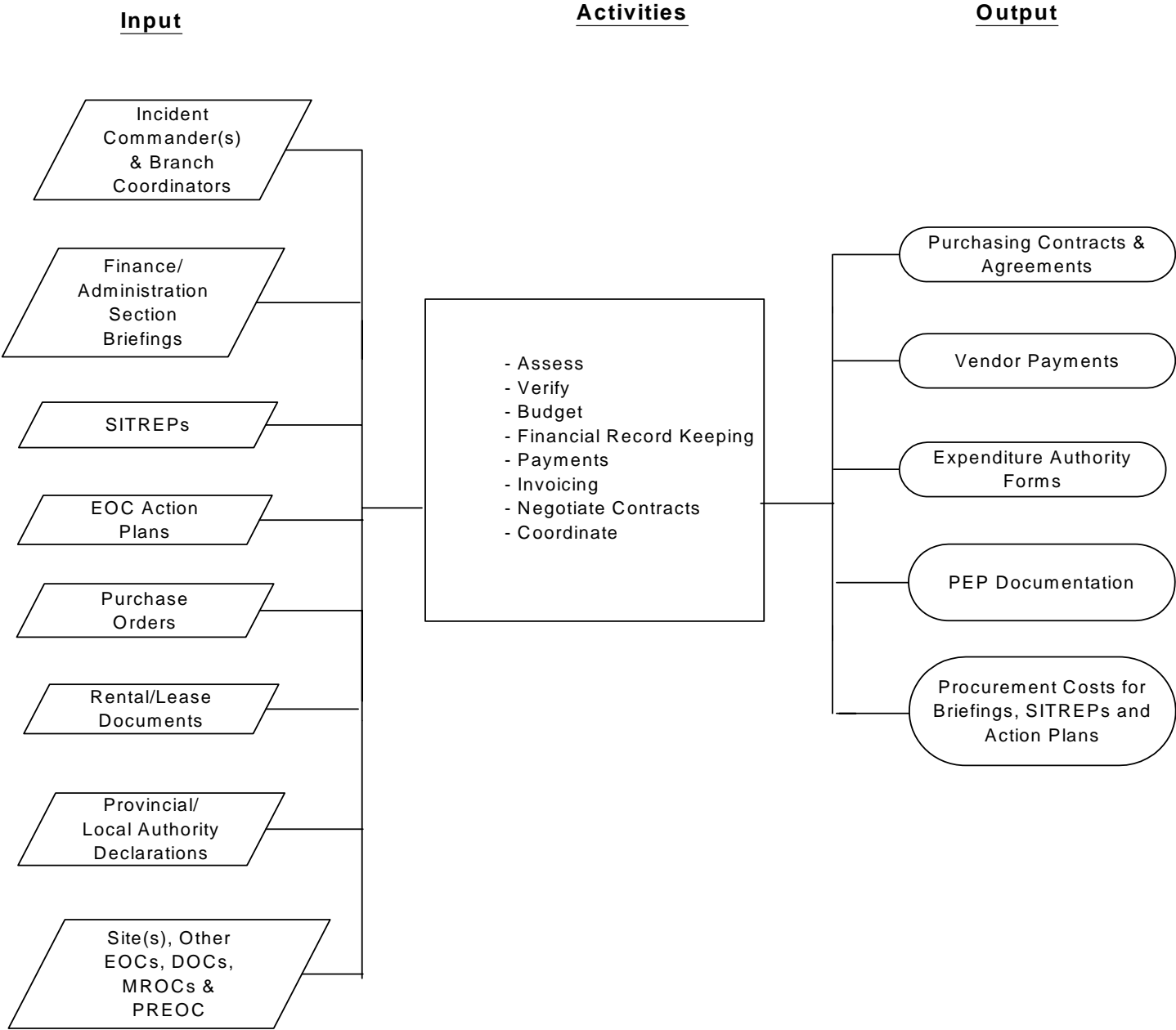
- Establish and maintain position logs and other necessary files.
- Review emergency procurement procedures.
- Provide sufficient copies of Expenditure Authorization Form.
- Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- Ensure that all EOC personnel know financial processes.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental and lease rates not already established, or purchase price with vendors as required.
- Identify and report vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- Finalize all agreements and contracts, as required.
- Verify costs data in the pre-established vendor contracts and/or agreements.

- In coordination with the Logistics and Operations Sections, ensure that the Procurement Unit processes Expenditure Authorization Forms and Purchase Orders and develops contracts in a timely manner
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Procurement Unit.

Demobilization Phase:

- Determine demobilization status of the Procurement Unit and advise the EOC Finance/Administration Section Chief.
- Ensure all expenditures and financial claims have been processed and documented.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

PROCUREMENT UNIT COORDINATOR



Compensation and Claims Unit Coordinator

Responsibilities:

1. Oversee the investigation of injuries and property / equipment damage claims arising out of the emergency.
2. Complete all forms required by Worker's Compensation Act.
3. Maintain a file of injuries and illnesses associated with the event or disaster including results of investigations.
4. Liaise and consult with the Risk Management Officer on all injury claims.
5. Supervise the Compensation and Claims Unit.

Reports to:

- EOC Finance/Administration Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain a situation briefing from Finance/Administration Section Chief.

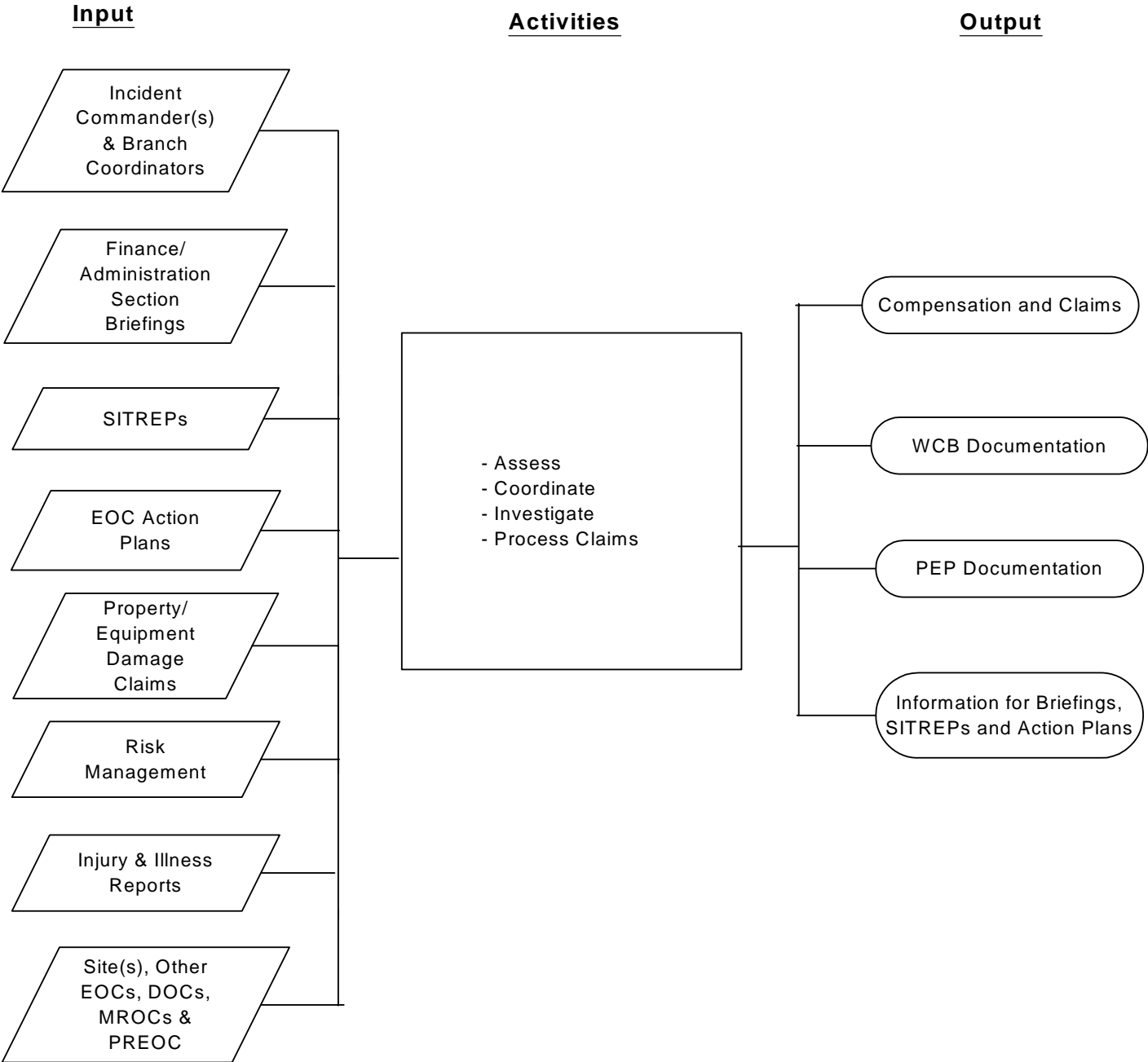
Operational Phase:

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Ensure all injury and damage claims are investigated as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe consistent with the jurisdictions and/or PEP policies and procedures.
- Coordinate with the Risk Management Officer regarding loss control and the mitigation of hazards.
- Forward copies of equipment or property damage claims to the Recovery Unit, Cost Accounting Unit and Risk Management Officer.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Compensation and Claims Unit.

Demobilization Phase:

- Determine demobilization status of the Compensation and Claims Unit and advise the EOC Finance/Administration Section Chief.
- Ensure that all expenditures and financial claims have been processed and documented.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate staff or other EOC sections to follow-up on.
- Provide input towards the EOC After Action Report.
- Follow the Generic Demobilization Phase Checklist (3.0).

**COMPENSATION & CLAIMS UNIT
COORDINATOR**



Cost Accounting Unit Coordinator

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement through PEP.
2. Gather fiscal recovery information from agencies providing emergency response, support and assistance.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Prepare and coordinate disaster financial assistance documents and claims with PEP and/or PREOC.
5. Supervise the Cost Accounting Unit and all financial assistance operations.

Reports to:

- EOC Finance/Administration Section Chief, or
- EOC Director

Activation Phase:

- Follow the Generic Activation Phase Checklist (3.0).
- Report to EOC facility and obtain a situation briefing from the Finance/Administration Section Chief.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Compute costs for use of equipment owned, rented, donated or obtained through aid.
- Obtain information from the Resource Unit regarding equipment use times.
- Ensure that PEP has provided a task number for the incident.
- Ensure all EOC Sections are provided with relevant PEP task numbers.
- Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift. Advise staff of Disaster Financial Assistance rules and procedures.
- Meet with the Documentation Unit Coordinator and review EOC position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.

- Prepare Disaster Financial Assistance documentation necessary to recover all allowable emergency response funds and financial assistance from PEP. Contact PEP DFA Coordinator for assistance and guidance.
- Act as the liaison with PEP's DFA Adjusters and Coordinator.
- Contact and assist Incident Commander(s) and Branch Coordinators in obtaining their response agencies cumulative cost totals for the event or disaster, on a daily basis.
- Prepare and maintain a cost report for the Finance/Administration Section Chief, EOC Director, and Situation Unit. The report should provide cumulative analyses, summaries, and total emergency related expenditures for the local authority/jurisdiction.
- In coordination with Documentation Unit organize and prepare records for PEP.
- Organize and prepare records for final audit.
- Assist Planning Section with preparation of the EOC After Action Report.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Cost Accounting Unit.

Demobilization Phase:

- Determine demobilization status of the Cost Accounting Unit and advise the EOC Finance/Administration Section Chief.
- Ensure that all expenditures and financial claims have been processed and documented.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Finance/Administration Section staff or other EOC sections to follow up on.
- Follow the Generic Demobilization Phase Checklist (3.0).

**COST ACCOUNTING UNIT
COORDINATOR**

