

Part III. Supporting Documents

Sample SEMS Checklists

I. Introduction

Sample checklists are provided for the five primary SEMS functions at both Field and EOC levels. Sample checklists are also provided for the positions of Information, Liaison, Safety and Agency Representatives at both field and EOC levels.

II. Field Level

At the SEMS Field level, the ICS organization develops around five major functions that are required on any incident whether it is large or small. For some incidents and in some applications, only a few of the organization's functional elements may require the filling of a specific position. In these cases, where a specific position is not filled, the duties remain the responsibility of the next higher position in the chain of command. However, if there is a need to expand the organization, additional positions exist within the standard ICS framework to meet virtually any need. Specific discipline applications may require specialized positions to meet functional needs.

A more comprehensive listing of ICS position descriptions, responsibilities and checklists have been included as part of the student materials for the SEMS Field level approved course of instruction.

A. Incident Commander and Command Staff

1. Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work, as they may be called upon to take over that position at any time.

Responsibilities:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine incident objectives and strategy.
- Establish the immediate priorities.

- Establish an Incident Command Post.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers and auxiliary personnel.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

2. Command Staff

a. Information Officer

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Responsibilities:

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Information Officer which would generally apply on any incident:

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain Incident Commander's approval of media releases.

- Notify media, and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Maintain a Unit Log.

b. Liaison Officer and Agency Representatives

Liaison Officer

The Liaison Officer is the contact for personnel assigned to the incident from assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Liaison Officer major responsibilities and duties:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies who are supporting the incident, aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain a Unit Log.

Agency Representative

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to

make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist with coordination efforts.

Responsibilities:

- Ensure that all agency resources are properly checked-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Attend briefings and planning meetings as required.
- Advise on the use of agency resources. (Unless resource technical specialists from the assisting agency are assigned.)
- Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- Ensure the well-being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

c. Safety Officer

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, Assistants may represent assisting agencies or jurisdictions. Safety assistants may have functional or geographic responsibilities such as air operations, hazardous materials, Division A, Division B etc.

Responsibilities:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan.
- Maintain a Unit Log

B. Incident Command System General Staff

The General Staff consists of the following positions:

- Operations Section Chief
- Planning Section Chief (Planning/Intelligence)
- Logistics Section Chief
- Finance/Administration Section Chief

1. Operations Section

Operations Section Chief

Responsibilities:

- Assist in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
- Manage tactical operations.
- Request resources needed to implement the Operation's Section tactics as a part of the Incident Action Plan development (ICS 215).

- Maintain close contact with subordinate positions
- Ensure safe tactical operations
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).

- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.

- Maintain close communication with the Incident Commander.

- Maintain a Unit Log.

2. Planning Section (Planning/Intelligence)

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff. Standard ICS Planning Section units are listed below. Other units may be required to meet discipline specific applications.

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit

Planning Section Chief

Responsibilities:

- Collect and process situation information about the incident.
- Supervise preparation of the Incident Action Plan.
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- Determine need for any specialized resources in support of the incident.

- If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.

Maintain a Unit Log

3. Logistics Section

All incident support needs are provided by the Logistics Section, with the exception of aviation support. Aviation support is handled by the Air Support Group in the Air Operations Branch.

The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated. Standard ICS Logistic Section units are listed below. Other units may be required to meet discipline specific applications.

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

Logistics Section Chief

Responsibilities:

- Manage all incident logistics.
- Provide logistical input to the IC in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of Logistics Section.

4. Finance/Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Standard ICS Finance/Administration Section units are listed below. Other units may be required to meet discipline specific applications.

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

Finance/Administration Section Chief

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.

- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

III. EOC Level

Within SEMS, EOCs are operated at Local Government, Operational Area, Region and State levels. The five primary SEMS functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration are found at each level. The duties and responsibilities for these functions at each EOC level have many similarities.

Provided below is a description of the responsibilities for each of the five primary functions which are generally applicable to any EOC level. Also included are sample checklists for Public Information, Liaison, Safety, and Security. The responsibilities and checklists should be augmented and or modified as appropriate when applied at any SEMS level.

A. EOC Director

Responsibilities

1. Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
2. Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.

3. Keep the agency/jurisdiction administrator informed on all matters regarding the allocation of resources from outside of the jurisdictional area.
4. Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC

Checklist

Activation

- Determine appropriate level of activation based on situation as known
- Mobilize appropriate personnel for initial activation of EOC
- Respond immediately to EOC site and determine operational status
- Obtain briefing from whatever sources are available

Start up Actions

- Assign staff to initiate check-in procedures
- Ensure that the EOC organization and Staffing chart is posted and that arriving team members are assigned by name
- Ensure that EOC is properly set up and ready for operations
- Ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections
- Ensure that the management function is staffed as soon as possible at the level needed. (Information, Liaison, etc.)
- Ensure that field agency representatives have been assigned to other facilities as necessary
- Ensure that telephone and/or radio communications with other facilities are established and tested
- Open and maintain a position log
- Confirm the delegation of authority as required from the agency administrator. Obtain any guidance or direction as necessary.
- Schedule the first planning meeting
- Confer with Operations Section Coordinator and other general staff to determine what representation is needed at the EOC from other agencies
- Determine need, and establish if necessary a deputy director position
- Request additional personnel support as needed for the organization

Operational Duties

- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate
- Monitor section level activities to assure that all appropriate actions are being taken
- In conjunction with the Public Information Officer, conduct news conferences and review media releases as required. Establish procedure for information releases and press briefings.
- Ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination
- Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff
- Thoroughly brief relief upon shift change

Deactivation

- Authorize deactivation of sections, branches or units when they are no longer required
- Deactivate the EOC and close out logs when emergency situation no longer requires activation
- Notify adjacent facilities and other EOCs as necessary of planned time for deactivation
- Ensure that any open actions not yet completed will be taken care of after deactivation
- Ensure that all required forms or reports are complete prior to deactivation
- Be prepared to provide input to the after action report

Public Information Officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information releases are consistent, accurate, and timely; that appropriate information is being provided to all required agencies.

In larger jurisdictions, the Public Information function may, as conditions and or activation levels require, expand into a Branch structure. At the discretion of the Public Information Officer, the Public Information Branch may be divided into divisions, groups and units as necessary to meet the functional need.

Responsibilities

1. Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
2. Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
3. Review and coordinate all related information releases.

Position Checklist

Start-up Actions

- Check-in upon arrival at the EOC
- Report to EOC Director
- Obtain a briefing on the situation
- Review position responsibilities
- Determine operating location and set-up as necessary
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Meet with Communications Unit Coordinator.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
- Determine 24-hour staffing requirements and request additional support as required.
- Determine the need for Group or Unit establishment. Make required personnel assignments as staff arrives at the .

Operational Duties

- Secure guidance from the Director regarding the information available and proper for release under the initial conditions.

- Interact with other branches to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Develop a news briefing schedule. Arrange for preparation of briefing materials as required.
- Develop an information release program.
- Contact other public information officers by whatever communications are available and determine which radio and TV stations are operational.
- Maintain an up-to-date picture of the situation for presentation to media.
- Determine requirements for support to the emergency public information function at other EOC levels.
- Determine overall staffing requirements (including support to local jurisdictions) and request additional support as required.
- Obtain, process, and summarize information received in a form usable in presentations.
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level IOs for specific information.
- Assist in making arrangements with adjacent jurisdictions etc. for media visits.
- Establish content for state Emergency Broadcast System (EBS) releases. Provide this information through appropriate EBS links. Monitor EBS releases.
- As required, periodically prepare briefings for the jurisdiction executives or elected officials.
- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.
- Monitor broadcast media. Use to develop follow-on news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all releases to the EOC Director.

- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
- Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-on requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-on stories.

Deactivation

- Deactivate the Public Information position 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 after action report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

Liaison Officer

Responsibilities

1. The Liaison Officer is responsible for overseeing all liaison activities. These include coordinating Agency Representatives assigned to the EOC as well as handling requests from other agencies for sending liaison personnel to other EOCs.
2. The Liaison Officer will function as a central location for incoming Agency Representatives, and will provide workspace and arrange for support as necessary.
3. The Liaison Officer will interact with other Sections and Branches within the EOC to obtain information, assist in coordination, and to ensure the proper flow of information.
4. The Liaison Officer ensures that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.
5. The Liaison Officer will ensure that deactivation is done when called for by the EOC Director.

Position Checklist

Start-up Actions

- Check-in upon arrival at EOC
- Report to EOC Director
- Obtain a briefing on the situation
- Review position responsibilities
- Determine operating location and set-up as necessary
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Meet with Communications Unit Coordinator.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.

Operational Duties

- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC
 - Understand their assigned function
 - Know their work location
 - Understand EOC organization and floor plan (provide both)
- Determine if outside liaison is required with other agencies such as:
 - Other agencies
 - Volunteer Organizations
 - Private Sector organizations
 - Utilities not already represented
- Request additional personnel to fill these needs as required
- Brief Agency Representatives on current situation, priorities and action plan.

- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Respond to requests for liaison personnel from other agencies.
- Determine if there are any communication problems in contacting external agencies. Provide information to the Communications Unit.
- Know the working location for any Agency Representative assigned directly to a Branch.
- Compile list of Agency Representatives and make available (Agency, Name, EOC phone) to all Section and Branch Coordinators.
- Respond to requests from Sections/Branches for Agency information. Direct requesters to appropriate Agency Representatives.
- Provide periodic update briefings to Agency Representatives as necessary.

Deactivation

- Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.
- Deactivate the Liaison position and close out logs when authorized by the Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

Agency Representative

Responsibilities

An Agency Representative is an individual assigned to the EOC from another agency. The Agency Representative should be able to speak for his/her agency within established limits. The Agency Representative may facilitate requests to his/her agency, but does not directly pass or process resource requests.

Position Checklist

Start-up Actions

- Check-in upon arrival at the EOC
- Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director
- Obtain a briefing on the situation
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Establish communications link(s) with home agency. If unable to communicate, notify Logistics Section Communications Unit.
- Unpack any kit materials you may have brought with you and set up your assigned work station.
- Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all Sections and Branches that have been activated.
- If necessary, clarify your decision making authority with your agency.

Operational Duties

- Obtain current situation briefing from person you are relieving, or from the Liaison Officer.
- Contact EOC Sections/Branches appropriate to your responsibility, and advise them of your presence and assigned work location.
- If relocating to work directly with a functional Branch, advise Liaison Section Coordinator of your location.
- Facilitate requests for support or information that your agency can provide.
- Keep up-to-date on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning Section.
- Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.
- Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

- Maintain logs and files associated with your position.

Deactivation

- Provide comprehensive briefing to your relief.
- Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

Safety Officer

Responsibilities

1. Ensure that all facilities used in support of EOC operations have safe operating conditions.
2. Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances which exist.
3. Stop or modify all unsafe operations.

Position Checklist

Start-up Actions

- Check-in upon arrival at the EOC
- Report to the EOC Director
- Obtain a briefing on the situation
- Review position responsibilities
- Determine operating location and set-up as necessary
- Clarify any issues regarding your authority and assignment and what others in the organization do.

Operational Duties

- Advise EOC Security Office of your function. Secure information regarding emergency conditions.
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability - e.g. oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency manual pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- If the event which caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Coordinate with Security to obtain assistance for any special safety requirements.
- Keep the Director advised of safety conditions.
- Coordinate with Finance/Administration on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Deactivation

- Deactivate the Safety Officer position and close out logs when authorized by the Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

EOC Security Officer

Responsibilities

1. Provide twenty-four hour a day security for all facilities

2. Control personnel access to facilities in accordance with policies established by the EOC Director

Position Checklist

Start-up Actions

- Check-in upon arrival at the EOC
- Report to EOC Director
- Obtain a briefing on the situation
- Review position responsibilities
- Determine operating location and set-up as necessary
- Clarify any issues regarding your authority and assignment and what others in the EOC organization do.

Operational Duties:

- Determine what security requirements currently are and establish staffing as needed.
- Determine needs for special communications. Make needs known to Communications Unit.
- Complete a radio or communications check with all on-duty security personnel as appropriate.
- Establish or relocate security positions as dictated by the situation.
- Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.
- Assist in any evacuation that may be directed.
- Assist in sealing off any danger areas. Provide access control as required.
- As requested, provide special security for any critical facilities, supplies, or materials.
- Provide executive security as appropriate or required.
- Provide security input and recommendations as appropriate to conditions to Director.

Deactivation

- Deactivate the Security Officer position and close out logs when authorized by the Director.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

B. Operations Section Coordinator

Responsibilities

1. Ensure that the operations function is carried out including the 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 organization within the section and continuously monitor the effectiveness of that organization. Make changes as required.
4. Exercise overall responsibility for the coordination of branch activities within the section. Ensure that all state agency actions within the branches under the section are accomplished within the priorities established.
5. Report to the EOC Director on all matters pertaining to section activities.

Checklist

Position Checklist

Start-up Actions:

- Check-In upon arrival at the EOC.
- Report to the EOC Director
- Obtain a briefing on the situation.

- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station, including maps and status boards. Use your kit materials and on-site supplies.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs
- Meet with Communications Unit Coordinator.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
- Attempt to determine estimated times of arrival of requested staff who are not yet on sight.
- Establish contact with adjacent EOCs. Determine status of Operations section at other EOCs. Determine status of any requests for assistance.
- Meet with Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect Section operation.
- Ensure that Agency Representatives from your jurisdiction are in place or enroute to the affected other EOCs.
- Establish communications with Agency Representatives as soon as possible.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of branches in section. Develop plan for carrying out all responsibilities.
- Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished within the next ___ hour period.
- Activate organizational elements within section as needed and designate coordinators for each element.

- Determine need for representation or participation of outside mutual aid system resource representatives.
- Request additional personnel for the section as necessary for maintaining a two-shift EOC operation.
- Advise Director of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Ensure that section EOC logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in EOC Director's planning meetings .
- Work closely with the Planning/Intelligence Section Coordinator in the development of action plans.
- Work closely with each Branch Coordinators to ensure Operations objectives as defined in the current action plan are being addressed.
- Ensure that Branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Coordinators and Agency Representatives is made available to the Planning/Intelligence Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section:
 - Notification of any emergency expenditures

- Daily Time-Sheets
- Brief EOC Director on major problem areas that now need or will require solutions.
- Brief Branch Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.
- Deactivate Branches when no longer required. Ensure that all paper work is complete and logs are closed.

Deactivation

- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

C. Planning/Intelligence Section Coordinator

Responsibilities

1. Ensure that responsibilities of section are carried out, including:
 - a. Collecting, analyzing, and displaying situation information
 - b. Preparing periodic situation reports.
 - c. Documenting regional action plan.
 - d. Advance planning
 - e. Planning for demobilization
 - f. Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
2. Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

3. Exercise overall responsibility for the coordination of branch/unit activities within the Section.
4. Report to the EOC Director on all matters pertaining to Section activities.

Position Checklist

Start-up Actions:

- Check-In upon arrival at the EOC.
- Report to the EOC Director
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards. Use your kit materials and on-site supplies.
- Determine if other section staff are at the EOC.
- Review organization in place at the EOC Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs
- Meet with the Communications Unit Coordinator.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
- Contact your agency headquarters and advise them of your arrival.
- Establish contact with other adjacent EOCs. Determine status of Planning/Intelligence section at other EOCs.
- Obtain and review status and major incident reports and other reports from adjacent areas that have arrived at the EOC.
- Meet with Operations Section and Logistics Section Coordinators and exchange available situation information.
- Based on the situation as known or forecast, determine likely future information and personnel support needs.

- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational elements within section as needed and designate coordinators for each element.
- Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished within the next ___ hour period.
- Request additional personnel for the section as necessary for maintaining a two-shift operation.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Keep up to date on situation. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Attend Director's Action Planning Meetings in conjunction with branch/unit coordinators. Provide situation briefings in conjunction with branch/unit coordinators.
- Brief Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Monitor the establishment of branches/units within your Section. Determine the need for and designate Branch or Unit Coordinators.
- Brief your relief at shift change time.

Deactivation

- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

D. Logistics Section Coordinator

Responsibilities

1. Ensure that logistics function is carried out including the provision of communications to support the response effort, and the acquisition of transportation and other support resources.
2. Establish the appropriate level of Unit and/or Branch organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
3. Exercise overall responsibility for the coordination of Unit/Branch activities within the Section. Ensure that all actions within the Section are accomplished within the priorities established.
4. Coordinate the provision of logistical support for the EOC.
5. Report to the EOC Director on all matters pertaining to Section activities.

Position Checklist

Start-up Actions:

- Check-In upon arrival at the EOC.
- Report to the EOC Director
- Obtain a briefing on the situation.
- Review your position responsibilities.

- Set-up section work station, including maps and status boards. Use your kit materials and on-site supplies.
- Determine if other Logistics section staff are at the EOC, and meet with them
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs
- Meet with Communications Unit Coordinator.
 - Obtain briefing on EOC on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems. Establish initial operating priorities for use of telephone and radio systems.
- Contact your agency headquarters and advise them of your arrival.
- Establish contact with adjacent EOCs and determined status of logistical functions. Determine status of any requests for assistance.
- Meet with Planning Section Coordinator. Obtain best information available on situation.
- Meet with Operations Section Coordinator. Review resource needs and procedures for coordinating requests between sections.
- Meet with Finance/Administration Coordinator. Review financial and administrative support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Based on the situation as known or forecast, determine likely future Logistics needs for resources and personnel.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational elements within section as needed and designate coordinators for each element.
- Make a list of key issues currently facing your Section. Clearly establish with assembled personnel, action items to be accomplished within the next operational period.
- Request additional personnel for the section as necessary for maintaining a two-shift operation.

- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs and files are maintained.
- Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Attend Action Planning Meetings in conjunction with Branch Coordinators.
- Ensure that orders for additional resources necessary to meet known or expected demands have been placed, and are being coordinated.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities. Determine if there are unmet needs or problems.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

Deactivation

- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.

E. Finance/Administration Section Coordinator

Responsibilities

1. Ensure that the finance/administration function is performed consistent with SEMS Guidelines, including:
 - a. Maintaining financial records of the emergency.
 - b. Tracking and recording of all agency staff time.
 - c. Processing purchase orders & contracts in coordination with Logistics Section
 - d. Processing worker's compensation claims received at the EOC.
 - e. Handling travel and expense claims.
 - f. Providing administrative support to the EOC.
2. Supervise Finance/Administration Section staff.
3. Activate units within the section as required. Continuously monitor section activities and modify organization of section as needed
4. Report to the EOC Director on all matters pertaining to section functions.
5. Ensure that the section is supporting other elements consistent with priorities established in action plan.

Position Checklist

Start-up Actions:

- Check-In upon arrival at the EOC.
- Report to the EOC Director
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Set-up section work station, including maps and status boards. Use your kit materials and on-site supplies.
- Determine if other section staff are at the EOC.

- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs
- Meet with Communications Unit Coordinator.
 - Obtain briefing on on-site and external communications capabilities and restrictions.
 - Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
- Contact your agency headquarters and advise them of your arrival.
- Confer with EOC Director on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from section. Establish purchasing limits for Logistics Section
- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational elements within section as needed and designate coordinators for each element.
- Request additional personnel for the section as necessary for maintaining a two-shift operation.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated
- Anticipate potential situation changes, such as severe aftershocks, in all section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Emergency Public Information Officer.
- Participate in Director's action planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Director on major problem areas that now need or will require solutions.
- Share status information with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.

Deactivation

- Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Deactivate the Section and close out logs when authorized by the EOC Director.

- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.