



## **Operations Section Chief Responsibilities:**

Reviews the EOC Common Responsibilities Checklist

Ensures operations activities are carried out, including the coordination of all operational functions assigned to the EOC

Provides input to the EOC Incident Action Plan (IAP) and ensures the operational objectives and assignments identified in the EOC IAP are completed

Establishes staffing level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly

Assigns and prioritizes tasks for section personnel

Ensures the Planning Section is provided with branch status reports and other requested information

Conducts periodic operations briefing for the EOC Manager and EOC Section Chiefs

### **Reports to:**

EOC Manager

### **Supervises:**

Public Safety Branch Director

Human Services Branch Director

Infrastructure Branch Director

### **Activation Phase:**

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Receives assignment and briefing from EOC Manager during Initial EOC Strategy Meeting
- Maintains communications link between Incident Command Posts and the EOC for the purpose of coordinating the overall response, resource requests and event status information
- Determines immediate actions needed in support of incident command
- Determines staffing levels needed within the EOC Operations Section
- Ensures branch directors are briefed on situation and responsibilities
- Provides input to EOC Planning Section Chief for development of EOC IAP

### **Operational Phase:**

- Maintains position log in WEBEOC
- Briefs EOC Manager on section activities
- Coordinates activities with other EOC Section Chiefs
- Provides input to EOC Planning Section Chief for development of EOC IAP
- Requests resources from EOC Logistics Section Chief

- Ensures operational objectives are updated and communicates recommendations to EOC Manager
- Ensures adequate and timely progress towards meeting goals and considers alternate strategies
- Maintains awareness of on-scene resource requests
- Recommends the recall of the EOC On-Scene Liaison when Emergency Support Functions and sections are adequately staffed and ready to assume communications with the incident command
- Recommends initiation of EOC demobilization
- Ensures section personnel provide regular input for situation reports to the EOC Planning Section
- Solicits, collects and consolidates after action comments for the Operations Section and provides to the appropriate person

#### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Reviews demobilization activities of branches
- Ensures all operations have been concluded
- Ensures required EOC functions are maintained throughout and following demobilization

#### **Unique Resources Required:**

- Communication device compatible with Incident Command