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