

# **APPENDIX 11**

## **EOC PLANNING SECTION**

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## **OVERVIEW**

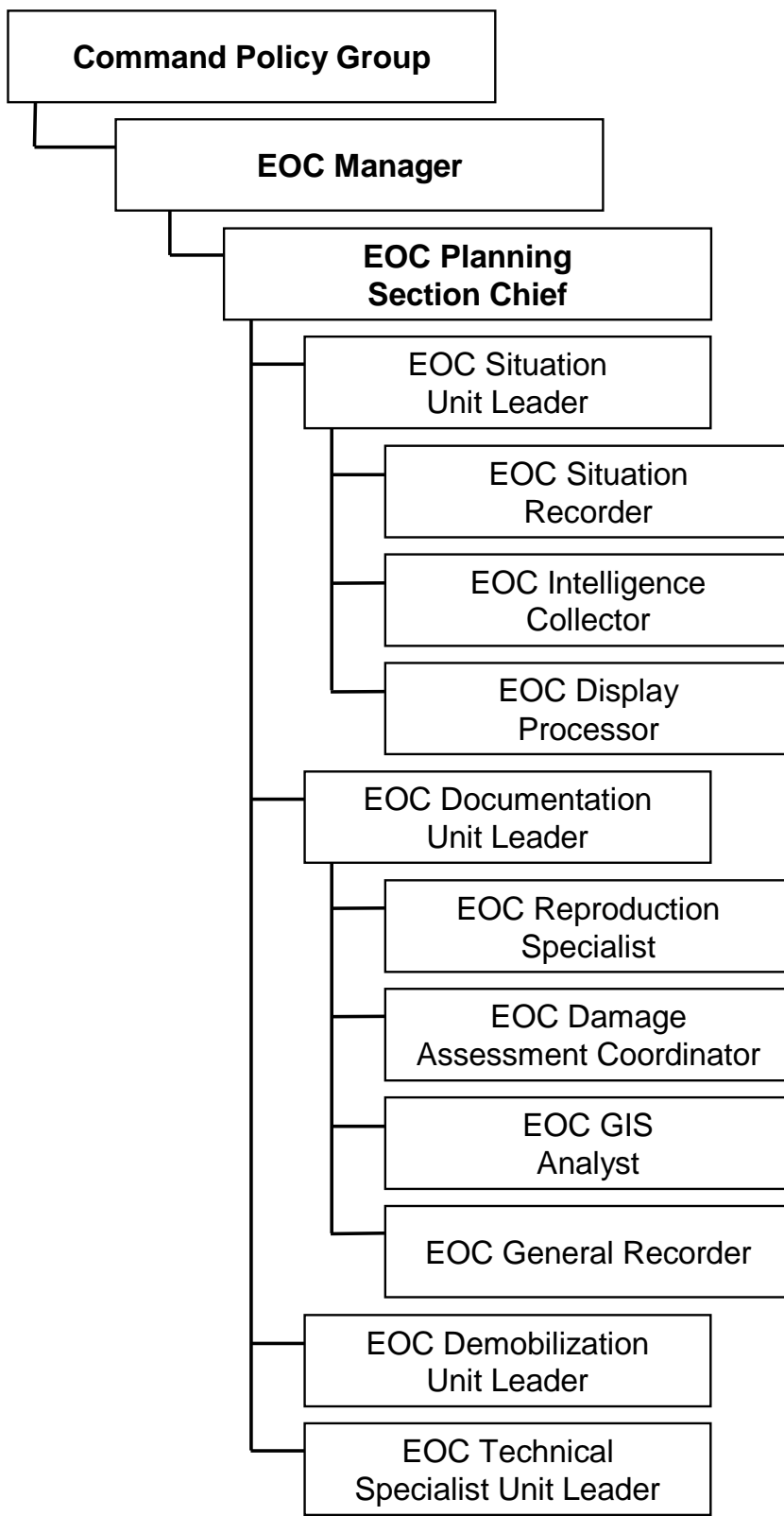
The Planning Section is responsible for the collection, evaluation, management, and dissemination of all operational information concerning the incident. This section functions as the primary source of information for decision-making in the emergency organization. Information is needed to understand the current situation, predict probable course of incident events, prepare alternative strategies, and coordinate and mobilize all available resources into an effective management organization. The Planning Section is also responsible for the preparation of an Incident Action Plan for each operational period and for future planning to cover the duration of the incident.

The Planning Section may be divided into three primary units: Situation Status, Documentation, and Demobilization, and may have a number of technical specialists to assist in evaluating the incident and forecasting requirements for additional personnel and equipment.

The persons in charge of these units are known as Unit Leaders. The Planning Section Chief shall appoint Unit Leaders as needed for the incident response. Unit Leaders will appoint staff as needed to fulfill their functions.

During an emergency/disaster/catastrophic event, other EOC section chiefs and jurisdiction department heads will advise the Planning Section on various courses of action from their perspective.

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## PLANNING SECTION CHIEF

### REPORTS TO:

- EOC Manager

### POSITIONS REPORTING TO THE PLANNING SECTION CHIEF:

- Situation Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader
- Technical Specialists

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

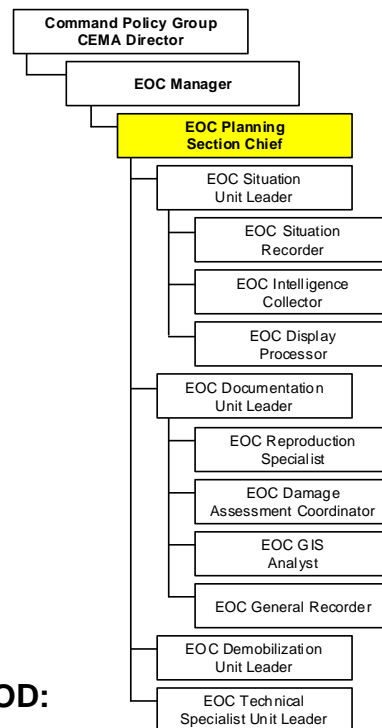
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300.
- This position is also required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization, the EOC Staff Manual and ESF structure.
- The Planning Section Chief is required to complete IS-805, IS-814. He/she may also choose to complete ICS-440, E-224, E-229, and E-233 as delivered or approved through the Emergency Management Institute.

### GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the General Staff, facilitates the Incident Action Plan, coordinates Planning Section activities, and serves as a facilitator for all meetings and briefings. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's Direct Support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor



- position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Ensure Planning functions are consistent with EOC Guidelines including:
  - Collecting, analyzing, and displaying situational information
  - Preparing periodic situation reports
  - Development and dissemination of the EOC Incident Action Plan
  - Development and documentation of the Demobilization Plan
- Be prepared to scale the organization of the section, monitor the effectiveness of the organization, and make changes as required.
- Be prepared to form additional units as dictated by the event.
- Exercise overall responsibility for Section coordination of Unit activities.
- Report to the EOC Manager on all matters of section activities.
- Understand the responsibilities of the Units within the section; develop plans for carrying out those responsibilities.
- Prepare objectives and make assignments within the section.
- Meet with other Section Chiefs; review incident reports and other field information that may pertain to or affect section operations.
- Obtain and review incident reports and other information arriving to the EOC.
- Maintain incident records filing system.
- Ensure expedited display of significant disaster events.
- Request additional resources through the appropriate Unit within the Logistics Section.
- Collect, process, and disseminate essential information to the EOC staff.
- Oversee development of briefings, displays, and plans.
- Coordinate the consolidation of key information into reports and other materials; describe and document overall response activities and inform appropriate authorities of the status of the overall response operations.
- Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available through the appropriate Unit.
- Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.
- Provide logistical support for EOC staffing and facility needs.
- Establish historical records collection process and event reconstruction through the Documentation Unit.
- Generate various reports and releases to support operations.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.
- Ensure that display systems are set-up and functional.
- Maintain contact with partners who require special equipment in the EOC and ensure availability and functionality of that equipment.
- Confirm that weather monitoring equipment is operational for Weather Technical Specialist activation.
- Develop procedures and formats for information gathering and reporting to include procedures for SITREP submission.

- Train support agencies on roles and responsibilities.
- Develop information displays within the EOC.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Identify yourself as the Planning Section Chief on the Organizational Chart.
- Check in with Direct Report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure Unit Leaders set up workstations including maps, boards, and displays.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Determine staffing requirements to meet operation periods and shifts; request personnel as needed.
- Activate organizational elements within the Section as needed :
  - o Situation Unit Leader
    - Situation Unit Recorder
    - Intelligence Collector
    - Display Processor
  - o Documentation Unit Leader
    - Reproduction Specialist
    - Damage Assessment Coordinator
    - GIS Analyst
    - General Recorder
  - o Demobilization Unit Leader
    - Demobilization Recorder/Assistant
  - o Technical Specialists
    - Weather
    - Hazardous Materials
    - Environmental Protection
    - Structural Engineering
    - Other Incident Defined Technical Specialists
- Confirm position specific priorities based on current status report.
- Ensure that incoming section personnel have read their checklist and have been briefed prior to assuming duties. Briefings should include:
  - o Current situation assessment
  - o Identification of specific job responsibilities
  - o Identification of co-workers
  - o Availability of communications
  - o Location of work area
  - o Identification of eating, sleeping, and lavatory arrangements as appropriate
  - o Procedural instructions for obtaining additional supplies, service, and personnel
  - o Identification of operational period work shifts

- Inform the EOC Manager and General Staff when your section is fully operational.
- Open, maintain, or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Messages received
  - Actions taken
  - Decisions
  - Requests: justification, documentation and completion
  - EOC personnel, time on duty, and assignments
  - Expenditures
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

**OPERATIONAL PHASE:**

- Post the current situation.
- Supervise the Planning Section and its staff. Ensure the following are covered:
  - Damage assessment
  - Documentation
  - Recovery planning
  - Status of resources
  - Collecting, analyzing, and displaying situation information
  - Preparing periodic situation reports
  - Documenting the action plan
  - Advance incident planning
  - Planning for demobilization

**Section Organization:**

- Review organization in place at the EOC.
- Review responsibilities of units in the Section and develop a plan for implementing those units
- Anticipate the need for a Deputy Planning Section Chief.
- Review existing Planning Section staffing. Identify needed or surplus personnel in consultation with Unit Leaders.
- Activate Units within the Section as required:
  - Situation Unit Leader
    - Situation Unit Recorder
    - Intelligence Collector
    - Display Processor
  - Documentation Unit Leader
    - Reproduction Specialist
    - Damage Assessment Coordinator
    - GIS Analyst
    - General Recorder
  - Demobilization Unit Leader
    - Demobilization Recorder/Assistant
  - Technical Specialists
    - Weather
    - Hazardous Materials

- Environmental Protection
- Structural Engineering
- Other Incident Defined Technical Specialists

Note: *Remember, you must carry out the responsibilities of any Planning Section Units that are not activated.*

- Determine financial and administrative support needs.
- Confer with EOC Manager and Finance Section Chief on purchasing limits.

**Section Management:**

- Support emergency operations:
  - Supervise preparation of Incident Action Plan.
  - Assemble information on alternative strategies.
  - Identify the need for specialized resources.
  - Compile and display incident status information.
- Manage the Section and provide leadership:
  - Continuously monitor Section activities and modify the organization as needed.
  - Assess, manage and monitor structural and staffing needs of the Planning Section.
  - Review responsibilities of Units in your Section.
  - Evaluate Unit Leaders performance on an on-going basis, replace if necessary.
  - Ensure horizontal communication is taking place with other functional Units.
  - Resolve problems early, involve EOC Manager if appropriate.
- Keep up-to-date on the situation and resources associated with your Section. Maintain current status at all times.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities. Determine if there are unmet needs or problems.
- Brief EOC Manager on major problem areas that now or will require solutions.
- Think ahead and anticipate situations and problems before they occur.
- Maintain current displays associated with your area. Make sure that information reports or displays are clear and understandable.
- Maintain appropriate administrative and fiscal records.
- Ensure that your Section is supporting other elements consistent with priorities established by EOC Manager.
- Report to the EOC Manager on all matters pertaining to Section functions.

**Job Assignments:**

- Determine if other Planning Section staff are at the EOC, and meet with them.
- Assemble and brief Unit Leaders.
- Assign work locations and preliminary work tasks to Section personnel.
- Provide summary of the disaster situation.
- Provide summary of the kind and extent of Planning support that may requested.
- Provide Unit Leaders with position checklist of duties and responsibilities.
- Provide Unit Leaders with assignments and actions requiring immediate attention.
- Instruct Unit Leaders to identify functional needs for their respective units.
- Review and approve or disapprove those functional needs.
- Make a list of key issues currently facing your Section. Clearly establish with assembled personnel, action items for the next operational period.

- Request personnel for the Section as necessary for maintaining a two-shift operation.
- Coordinate EOC effort in collecting, processing, reporting and displaying essential information to include development of the IAP.
- Conduct planning to identify priorities, develop approaches, and devise recommended solutions for future response operations.
- Provide weather information and briefings to the EOC and/or the Commission Chairman and Municipal Mayors as required.
- Plan for support of mobilization sites, staging areas, and distribution points.
- Coordinate the reception of GEMA personnel.
- Plan for transition to JFO and recovery operations.

***Situation Reporting:***

- Facilitate the meeting.
  - o Agenda includes:
    - Current situation
    - Initial objectives and priorities
    - Current and planned actions
    - Current on-scene organization
    - Resource assignments
    - Resources en-route and/or ordered
    - Facilities established
    - Incident potential
- Order staff if/when activated.

***Operational Period Objectives Meeting:***

- Facilitate and document meeting:
  - o Bring meeting to order
  - o Conduct role call
  - o Review agenda
- Propose draft objectives to Command.

***Command and General Staff Briefing:***

- Set up meeting room.
- Facilitate and document meeting:
  - o Bring meeting to order
  - o Conduct role call
  - o Review agenda
- Facilitate open discussion to clarify priorities, objectives, assignments, issues, concerns, and open actions/tasks.

***Tactics Meeting:***

**Before the Meeting:**

- Review incident objectives with Operations Section Chief, establish those that are the responsibility of the Operations Section, and consider Command priorities.
- With the OSC, draft an Operational Planning Worksheet and an Operations Section organization chart for the next operational period.
- Include Technical Specialists in the process and ensure they are prepared to

contribute as appropriate.

- Ensure material and information for presentation are organized and accurate.

**At the Meeting:**

- Set up meeting room.
- Facilitate the meeting:
  - o Bring meeting to order
  - o Conduct role call
  - o Review agenda
- Present situation information and provides projections.
- Review incident operational objectives and ensure accountability for each.
- Validate attainability of tactics and operational objectives.
- Document meeting.

**Planning Meeting and IAP Development:**

**Before the Planning Meeting:**

- Receive established incident objectives and strategy from the EOC Manager before the planning meeting if possible.
- Ensure that the materials, information, and resources used or discussed in the Planning Meeting are prepared and ready for presentation during the meeting.
- Develop resource, support, and overhead requests and submit to Logistics.
- Publish/distribute meeting schedule.
- Ensure attendees are fully briefed and up to date on the incident situation so planning meeting time can focus on what needs to be done rather than what has happened.
- Duplicate documents for Command that are needed to support presentations.
- Set up meeting room.

**At the Planning Meeting:**

- Facilitate the meeting:
  - o Bring meeting to order
  - o Conduct role call
  - o Cover ground rules
  - o Review agenda
- Review Command's incident priorities, decisions, and objectives.
- Review proposed plan to ensure Command's priorities and objectives are met.
- Review and validate responsibility for any actions/tasks and management objectives.
- Solicit final input and commitment from Command and General Staff members.
- Request Command's approval of the plan as presented.
- Issue assignments to appropriate EOC members for developing IAP support documentation along with deadlines.
- Close meeting/adjourn.

**IAP Development:**

- Facilitate the IAP development.
- Gather required documents.
- Assemble IAP.
- Review IAP for completeness.

- Provide completed IAP to EOC Manager for approval.
- Make sufficient copies of approved IAP and distributes to appropriate team members.
- File original IAP.

***Operations Briefing:***

- Set up briefing area.
- Facilitate briefing:
  - o Open briefing
  - o Cover ground rules
  - o Conduct role call of those required to attend
- Review EOC Manager objectives and related changes to the IAP.
- Facilitate Command, General Staff, and attendees briefing responsibilities.
- Resolve questions.
- Explain support plans as needed.
- Solicit final comments and adjourn.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.
- If arriving to EOC, review checklist prior to starting shift.

**DEACTIVATION PHASE:**

- Assist in the transition of direction and control from the EOC to the JFO.
- Perform ESF #14 planning functions in the EOC until ESF #14 is established at the JFO.
- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Leave a forwarding phone number where you can be reached.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with reception.

## SITUATION UNIT LEADER

### REPORTS TO:

- Planning Section Chief

### POSITIONS REPORTING TO THE SITUATION UNIT LEADER:

- Situation Recorder
- Intelligence Collector
- Display Processor

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

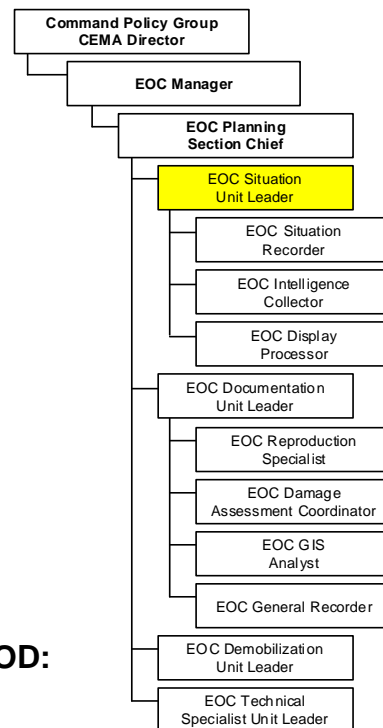
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates collection and organization of incident status information, coordinates analysis and display of information, and serves as intermediary contact for individual resources. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's Direct Support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.



- Provide current situation and intel assessments based on analysis of information received from a variety of sources and reports to the Planning Chief and other staff as requested.
- Develop situation and Intel reports for dissemination to Planning Section Chief, EOC Manager, and other section chiefs for the action planning process.
- Develop and maintain current planning section charts and maps of locations and types of incidents.
- Assess, verify, and prioritize situation and Intel information into situation briefings and situation status reports.
- Seek available information, which may be useful in the development of current situation assessments of the affected area(s).
- Evaluate the content of all incoming field situation and major incident reports; provide incoming intelligence information directly to appropriate EOC sections; summarize and provide current information on planning section charts and maps.
- Monitor and ensure the orderly flow of incident-related information within the EOC.
- Supervise demobilization of the Unit.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report is not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Determine staffing requirements to meet 24-hour operational periods (two 12-hour shifts); request additional personnel as required.

- Utilizing the Logistics Request Form, request additional resources through the appropriate Unit in the Logistics section, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Think ahead and anticipate situations and problems before they occur; based on the existing and forecast situation determine future requirements.
- Setup your section workstation including maps and status boards.

**OPERATIONAL PHASE:**

- Prepare disaster and Intel analysis.
- Prepare hazard and Intel assessment:
  - Current
  - Future
- Prepare disaster and Intel projections and recommendations.
- Prepare, set up and maintain EOC situation status displays:
  - Damage assessment
  - Special Hazards or unusual conditions.
  - Chronological tracking of the situation and the operational strategies
  - Areas of risk and priority focus
- Maintain contact with EOC Public Information Officer to transmit and receive status information.
- Prepare predictions at periodic intervals or on request of the Planning Section Chief.
- Assist Planning Section Chief in developing the Incident Action Plan.
- Establish liaison and frequent communication with Operations and Logistics Branches.
- Receive situation and intel analysis reports.
- Collect incident related information from other Planning Units.
- Conduct situation analysis:
  - What has happened
  - What is forecast to happen
  - What must be anticipated
  - Provide situation reports to Planning Section Chief
- Develop a plan for your Unit in support of EOC and field operations as requested; assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit; maintain current status reports and displays.
- Provide periodic situation or status reports to your Section Chief; keep the Chief advised of your Unit status and activity and on any problem areas.

**Organizing the Unit:**

- Review organization in place at the EOC.
- Review responsibilities of resources within the Unit. Develop a plan for carrying out all responsibilities.
- Review existing Situation Unit staffing. Identify needed or surplus personnel in consultation with the Planning Section Chief.
- Activate resources within the Unit as required:
  - Situation Unit Recorder
  - Intelligence Collector
  - Display Processor

Note: *Remember, you must carry out the responsibilities of any Situation Unit resource that is not activated.*

**Job Assignments:**

- Determine if other Planning Section staff are at the EOC, and meet with them.
- Assemble with other Unit Leaders and Planning Section Chief for a briefing.
- Assign work locations and preliminary work tasks to Unit staff.
- Provide summary of the disaster situation to Unit staff
- Provide Unit resources with assignments and specific actions, which require immediate attention.
- Identify functional needs for the unit.
- Submit those functional needs to the Planning Section Chief for approval.
- Make a list of key issues currently facing your Unit. Clearly establish action items to be accomplished within the next operational period.
- Request additional personnel for the Unit as necessary for maintaining a two-shift operation.

**Operational Period Objectives Meeting:**

- Provides the situation status briefing.

**Command and General Staff Briefing:**

- Conduct a situation status briefing with updates on the current situation and any available projections.

**Tactics Meeting:**

- Review the current and projected incident situation.

**Planning Meeting and IAP Development:**

- Provides briefing on the current situation, resources at risk, weather forecast, and incident projections.
- Develops the Incident Map(s) and chart(s) for the IAP

**Operations Briefing:**

- Conducts the Situation Briefing.

**Shift Change and Transfer of Responsibility:**

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.
- If arriving to EOC, review checklist prior to starting shift.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.

- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Chief as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Determine what follow-up to your assignment might be required before you leave; communicate information to your Section Chief.
- Deactivate the Situation Unit and close out logs when authorized by your Section Chief; return equipment to their original location.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## SITUATION RECORDER

### REPORTS TO:

- Situation Unit Leader

### POSITIONS REPORTING TO THE SITUATION RECORDER:

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

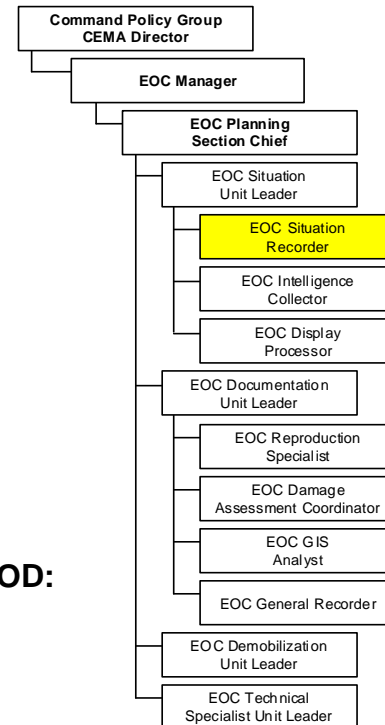
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- General organization, computer, and typing skills are required for this position.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates IAP preparation, coordinates situation reports, and serves as aide to the Situation Unit Leader. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader.



**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available at the workstation.
- Check computer connectivity and access to related WebEOC boards.

**OPERATIONAL PHASE:**

- Regularly review situation reports, damage assessment reports, meteorological reports, intelligence reports, and any related technical specialist reports.
- Summarize reports for IAP development.
- Monitor situation reports for IAP effectiveness and report findings to the Unit Leader.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future

staffing considerations.

- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## INTELLIGENCE COLLECTOR

### REPORTS TO:

- Situation Unit Leader

### POSITIONS REPORTING TO THE INTELLIGENCE COLLECTOR:

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

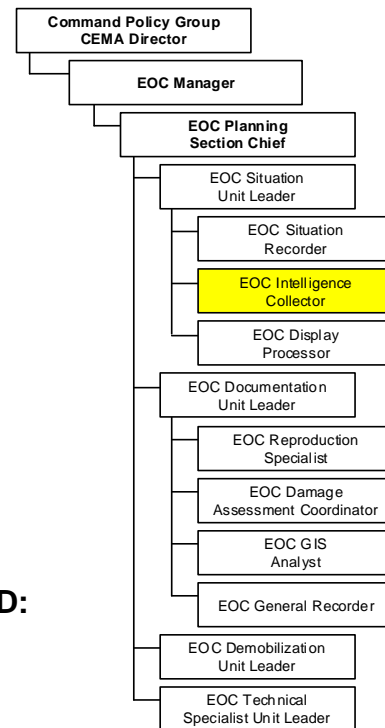
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- General organization, computer, and typing skills are required for this position.
- May be required to have specific training and law enforcement, State, or Federal security clearance to operate certain equipment or receive specific intelligence.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates IAP development, coordinates intelligence data collection, and serves as intelligence liaison to the EOC. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader.



- Use discretion with sensitive intelligence and may report directly to a Section Chief or EOC Manager if deemed necessary by the Section Chief and/or EOC Manager.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

**OPERATIONAL PHASE:**

- Monitor the intelligence community for new related incident information.
- Relay critical and sensitive information directly to the Section Chief as required.
- Summarize intelligence data and provide reports to the Unit Leader for application in the IAP.
- Assist with IAP development as required.
- Attend meeting and briefings as required.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## DISPLAY PROCESSOR

### REPORTS TO:

- Situation Unit Leader

### POSITIONS REPORTING TO THE DISPLAY PROCESSOR: (if any)

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

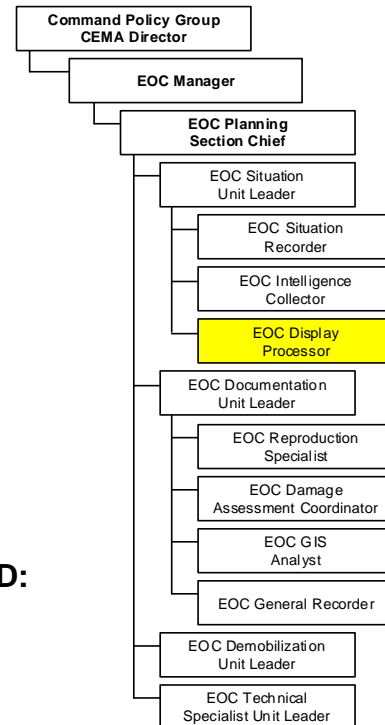
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- Working knowledge of computer applications, data projectors, and display equipment.
- Typing and organizational skills are required for this position.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates information display, coordinates new information distribution and visuals, and serves as graphic support for the EOC. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader.



**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available at the workstation.
- Check computer connectivity and access to related projectors and digital boards.
- Ensure necessary software is accessible and functional.
- Have necessary materials available for traditional (non-electronic) visual displays.
- Identify GIS Operator and open lines of communication.

**OPERATIONAL PHASE:**

- Obtain briefings from the Situation Unit Leader
- Gather information
- Produce necessary boards and displays for information sharing and planning efforts.
- Produce and update maps using ICS symbols; report inaccuracies to Unit Leader.
- Use maps, photos, graphics, and data to prepare displays.
- Assist Unit Leader as necessary in IAP preparations.
- Participate in meetings and/or briefings as required.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.

- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## DOCUMENTATION UNIT LEADER

### REPORTS TO:

- Planning Section Chief

### POSITIONS REPORTING TO THE DOCUMENTATION UNIT LEADER:

- Reproduction Specialist
- Damage Assessment Coordinator
- GIS Analyst
- Desktop File Processor/File Clerk

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

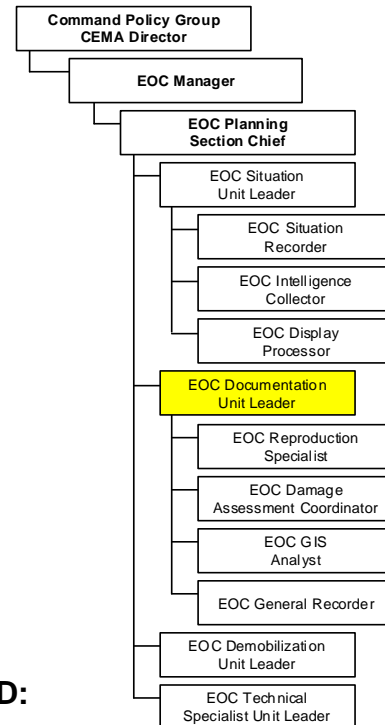
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates maintenance of accurate files, coordinates duplication/copying and documentation management services for the EOC, and serves as Unit Leader over documentation staff. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's Direct Support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.



- Ensure risk management principles and procedures are applied to all activities.
- Collect documentation from all EOC sections, and maintain an accurate and complete record of significant disaster events and response efforts.
- Assist other parts of the EOC organization in setting up and maintaining files, journals, and special reports.
- Collect from all sections and organize written forms, logs, journals, and reports at the completion of each shift.
- Maintain and preserve disaster/emergency related files for legal, analytical, and historical purposes.
- Compile, copy, and distribute the EOC Action Plans as directed by the Planning Section Chief.
- Witness all emergency proclamations, resolutions, and ordinances.
- Maintain and distribute all emergency proclamations, resolutions, and ordinances.
- Maintain safekeeping of legal/judicial records and court activities.
- Supervise demobilization of the Unit.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report is not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - Messages received
  - Actions taken
  - Decisions
  - Requests: justification, documentation and completion
  - EOC personnel, time on duty, and assignments
  - Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Set up your Unit workstations.
- Utilizing the Logistics Request Form, request additional resources through the appropriate Unit in the Logistics Section, as needed; obtain necessary equipment and

supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

**OPERATIONAL PHASE:**

- Provide situation documentation support.
- Establish and maintain EOC filing, documentation system.
- Establish a filing system to organize and systematically categorize all situation messages in chronological order. (To include internal and externally generated messages.)
- Establish duplicate files for distribution and file reference.
- Make sure times are posted and logged accordingly on all documents and files.
- Record status board information on a regular basis, especially as significant events change.
- Periodically check with the Planning Section Chief on information and exact form that documentation should take.
- Check for errors, omissions or tasked functions not completed, and contact appropriate functional area for completion.
- Develop a plan for your Unit in support of EOC and field operations as requested; assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Unit; maintain current status reports and displays.
- Provide periodic situation or status reports to your Section Chief; keep the Chief advised of your Unit status and activity and on any problem areas.
- Review situation reports as they are received; verify information where questions exist.
- Anticipate potential situation changes (i.e., severe weather) in all units' planning; develop options for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit; ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Be prepared to participate in the EOC Manager's action planning meetings and policy decisions if requested.
- Ensure that all your Unit's personnel and equipment time records, and record of expendable materials used, are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time; ensure that in-progress activities are identified and follow-up requirements are known.
- Meet with the Planning Section Chief to determine what EOC materials should be maintained for official records.
- Contact other EOC Sections and Units and inform them of the requirement to maintain official records; assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Unit.
- Ensure that the EOC Action Plans and After Action Report are compiled, approved, copied and distributed to EOC Sections and units.
- Ensure distribution and use of forms to capture written record of actions requiring application of resources, requests for resources, or other directions/information.

- Ensure the development of a filing system to collect, log, and compile copies of message forms according to procedures approved by the Planning Section Chief.
- Identify and establish a "runner" support system for collecting, and duplicating journals, logs, and message forms throughout the EOC.
- Establish a system for collecting all Section and Unit journal/logs at completion of each operational period.
- Periodically collect, maintain, and store messages, records, reports, logs, journals, and forms submitted by all Sections and Units.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning Section Chief.

**Organizing the Unit:**

- Review organization in place at the EOC.
- Review responsibilities of resources within the Unit. Develop a plan for carrying out all responsibilities.
- Review existing Documentation Unit staffing. Identify needed or surplus personnel in consultation with the Planning Section Chief.
- Activate resources within the Unit as required:
  - Reproduction Specialist
  - Damage Assessment Coordinator
  - GIS Analyst
  - Desktop File Processor/File Clerk

Note: *Remember, you must carry out the responsibilities of any Documentation Unit Resource that is not activated.*

**Job Assignments:**

- Determine if other Planning Section staff are at the EOC, and meet with them.
- Assemble with other Unit Leaders and Planning Section Chief for a briefing.
- Assign work locations and preliminary work tasks to Unit staff.
- Provide summary of the incident situation to Unit staff
- Provide Unit resources with assignments and specific actions, which require immediate attention.
- Identify functional needs for the unit.
- Submit those functional needs to the Planning Section Chief for approval.
- Make a list of key issues currently facing your Unit. Clearly establish action items to be accomplished within the next operational period.
- Request additional personnel for the Unit as necessary for maintaining a two-shift operation.

**Operational Period Objectives Meeting:**

- Document the meeting and distribute meeting materials.

**Command and General Staff Briefing:**

- Document the meeting and distribute meeting materials.

**Tactics Meeting:**

- Document the meeting and distribute meeting materials.

***Planning Meeting and IAP Development:***

- Document the meeting and distribute meeting materials.
- Assists the Planning Section Chief with IAP development and distribution.

***Operations Briefing:***

- Document the meeting and distribute meeting materials.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.
- If arriving to EOC, review checklist prior to starting shift.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Chief as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Determine what follow-up to your assignment might be required before you leave; communicate information to your Section Chief.
- Deactivate the Documentation Unit and close out logs when authorized by your Section Chief; return equipment to their original location.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## REPRODUCTION SPECIALIST

### REPORTS TO:

- Documentation Unit Leader

### POSITIONS REPORTING TO THE REPRODUCTION SPECIALIST:

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 5 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1-2

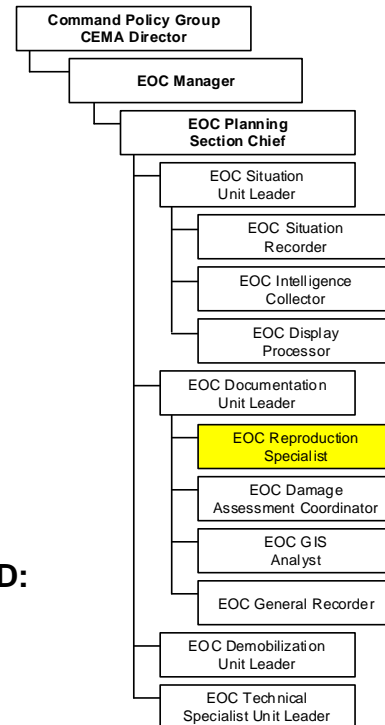
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- General organization, computer, office, and typing skills are required for this position.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates IAP preparation, coordinates document reproduction, and serves as assistant to the Documentation Unit Leader. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader.



**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available at the workstation.
- Ensure access to reproduction equipment.

**OPERATIONAL PHASE:**

- Assist the Unit or other assigned staff with document reproduction needs.
- Ensure sufficient copies are available for briefings and meetings.
- Review reproduced documents to ensure all copies are complete; ensure all pages of multi-page documents are assembled in numerical order (i.e. pages 1-10).

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## DAMAGE ASSESSMENT COORDINATOR

### REPORTS TO:

- Documentation Unit Leader

### POSITIONS REPORTING TO THE DAMAGE ASSESSMENT COORDINATOR:

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

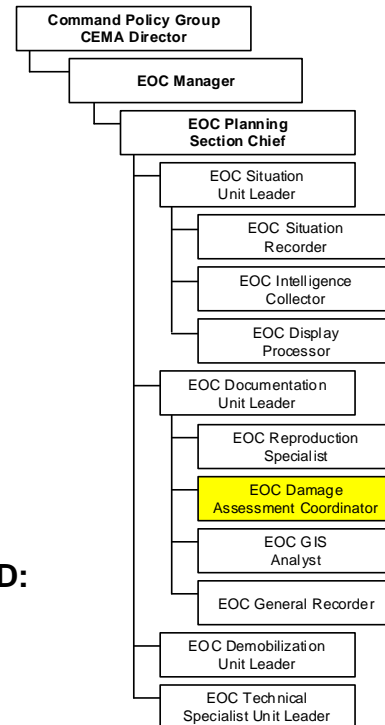
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- General organization, computer, and typing skills are required for this position.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates IAP preparation, coordinates damage assessments, and serves as liaison to the EOC. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader



**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available at the workstation.
- Check computer connectivity and access to related WebEOC boards.

**OPERATIONAL PHASE:**

- Regularly review situation reports, damage assessment reports, meteorological reports, intelligence reports, and any related technical specialist reports as they relate to damage assessment activities.
- Develop damage assessment reports for IAP development.
- Monitor situation reports for discrepancies in the damage assessments and report findings to the Unit Leader.
- Attend meetings as required.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## GIS ANALYST

### REPORTS TO:

- Documentation Unit Leader

### POSITIONS REPORTING TO THE GIS ANALYST:

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

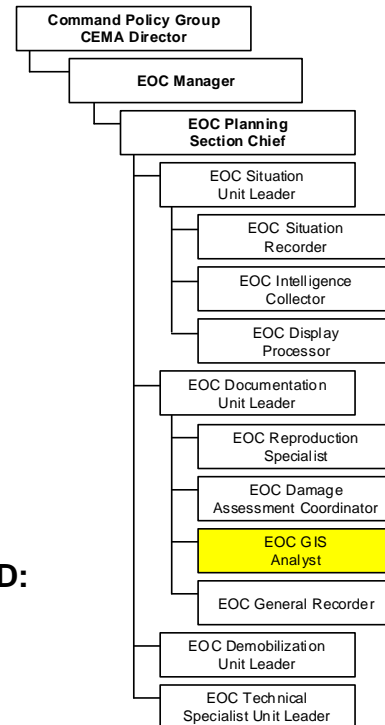
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- Must have experience working with GIS systems and related data management programs.
- May be required to have specific credentials to access and utilize GIS programs.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates maps and related documents, coordinates GIS needs, and serves as GIS analyst. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader.



**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available at the workstation.
- Check computer connectivity, access to related WebEOC boards, access to SAGIS software, and access to other related programs or networks.

**OPERATIONAL PHASE:**

- Design and develop GIS models and templates as they relate to the incident.
- Transpose incoming data into GIS or related databases.
- Ensures accuracy of GIS information.
- Provides GIS information and maps for the IAP, meetings, and briefings.
- Attends meetings as required.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with direct report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## GENERAL RECORDER

### REPORTS TO:

- Documentation Unit Leader

### POSITIONS REPORTING TO THE GENERAL RECORDER:

- None

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 10 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-2
- Level 2 EOC Activation 2-5
- Level 1 EOC Activation 5-8

### TRAINING REQUIREMENTS:

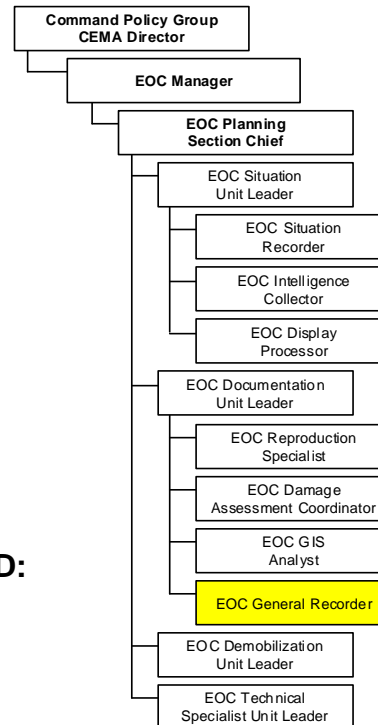
- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- General organization, listening, writing, computer, and typing skills are required for this position.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates documentation of EOC activities, coordinates recording activities, and serves as scribe as assigned to EOC staff. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Document all activities and record information for the area assigned.

### GENERAL PREPAREDNESS / PRE-ACTIVATION:



- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available including pens, pencils, paper, notebooks, and a notebook computer (if required).

**OPERATIONAL PHASE:**

- Assist the Direct Report to whom you are assigned.
- Maintain detailed notes and document all activities within that assignment.
- Transcribe any hand-written notes to electronic, typed files before the end of each shift.
- Review all documentation/notes and prepare to report on them to the Direct Report.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future

staffing considerations.

- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Documentation Unit as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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## DEMOBILIZATION UNIT LEADER

### REPORTS TO:

- Planning Section Chief

### POSITIONS REPORTING TO THE DEMOBILIZATION UNIT LEADER:

- General Recorders

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

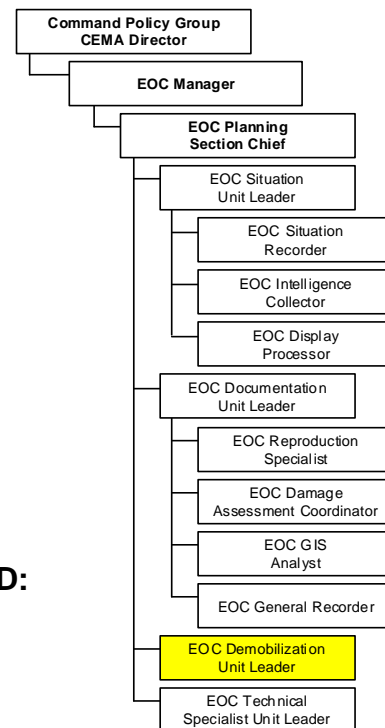
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates the Demobilization Plan, coordinates personnel assigned to the Unit, and serves as assistant to the Planning Section Chief. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's Direct Support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- 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.

- Supervise personnel assigned to the Demobilization Unit.
- Supervise demobilization of the Unit.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report is not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

**OPERATIONAL PHASE:**

- Monitor current EOC Action Plans, Situation Reports, and resource assignment lists.
- Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Manager 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 through the Planning Section Chief and by the EOC Manager.
- 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.

**Organizing the Unit:**

- Review organization in place at the EOC.
- Review responsibilities of resources within the Unit. Develop a plan for carrying out all responsibilities.
- Review existing Demobilization Unit staffing. Identify needed or surplus personnel in consultation with the Planning Section Chief.
- Activate resources within the Unit as required:
  - o Demobilization Recorder/Assistant

Note: *Remember, you must carry out the responsibilities of any Demobilization Unit Resource that is not currently activated.*

**Job Assignments:**

- Determine if other Planning Section staff are at the EOC, and meet with them.
- Assemble with other Unit Leaders and Planning Section Chief for a briefing.
- Assign work locations and preliminary work tasks to Unit staff.
- Provide summary of the disaster situation to Unit staff
- Provide Unit resources with assignments and specific actions, which require immediate attention.
- Identify functional needs for the Unit.
- Submit those functional needs to the Planning Section Chief for approval.
- Make a list of key issues currently facing your Unit. Clearly establish action items to be accomplished within the next operational period.
- Request additional personnel for the Unit as necessary for maintaining a two-shift operation.

**Operational Period Objectives Meeting:**

- Attend meeting as required.

**Command and General Staff Briefing:**

- Attend meeting as required.

**Tactics Meeting:**

- Attend meeting as required.

**Planning Meeting and IAP Development:**

- Provide the Demobilization Plan component to the IAP as appropriate.

**Operations Briefing:**

- Attend meeting as required.

**Shift Change and Transfer of Responsibility:**

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

- If arriving to EOC, review checklist prior to starting shift.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Initiate the Demobilization Plan for the EOC as approved by the EOC Manager and through the Planning Section Chief.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section Unit Leader as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Determine what follow-up to your assignment might be required before you leave; communicate information to your Section Chief.
- Deactivate the Demobilization Unit and close out logs when authorized by your Section Chief; return equipment to their original location.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

## TECHNICAL SPECIALIST UNIT LEADER

### REPORTS TO:

- Planning Section Chief

### POSITIONS REPORTING TO THE TECHNICAL SPECIALIST UNIT LEADER:

- Technical Specialists

### POSITION COORDINATOR:

- CEMA EM Specialist – Planning

### MINIMUM TRAINED STAFF:

- 3 Persons

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation 0-1
- Level 2 EOC Activation 1
- Level 1 EOC Activation 1

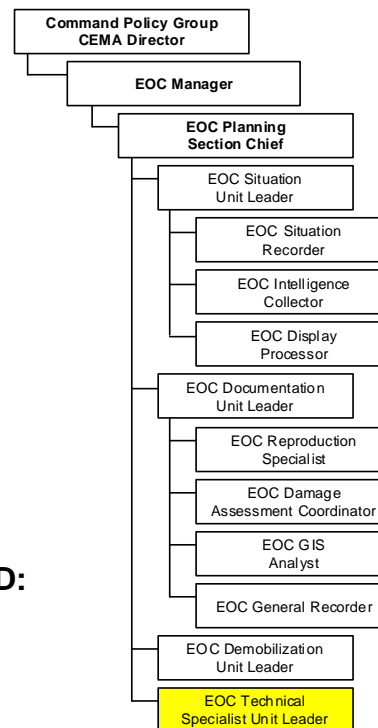
### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- Training requirements are specific to the technical specialty and are dictated by the incident.
- Hazardous Materials Technical Specialists should be trained to a level of Hazardous Materials Specialist and Hazardous Materials Incident Commander as outlined in NFPA
- Weather Technical Specialists should be trained to the level of Certified Meteorologist.
- Technical Specialist Unit Leader should have a working knowledge of the technical specialties activated for the incident. The Unit Leader may be a technical specialist in a certain discipline, and serve as the Unit's specialist for that discipline.

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates gathering of information from special skill disciplines, coordinates technical information in support of incident operations, and serves as Unit Supervisor and EOC Liaison for the Unit. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in



- accordance with their organization's SOP.
- Provide support to the position's Direct Support to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Ensure that qualified specialist is available in the areas required by the particular event or disaster.
- Provide information to assist the Situation and Documentation Units of the Planning Section in strategy planning and briefing presentations.
- Supervise the Technical Specialist Unit.
- Supervise demobilization of the Unit.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a "go-kit" of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County's EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if Direct Report is not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Determine the Technical Specialists who will be activated.
- Constantly monitor the situation and modify the Unit as required.

**OPERATIONAL PHASE:**

- Report to and receive briefing and special instructions from the Planning Section

Chief.

- Review incident objectives and current situation.
- Provide information and advice within your area of expertise.
- Respond to requests for technical advice.
- Monitor incident site operations and procedures.
- Evaluate as per your area(s) of expertise
- Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas.
- Provide periodic situation or status reports to your Section Chief for updating information to the Planning Sections.
- Review situation reports as they are received; verify information where questions exist.
- Anticipate potential situation changes in all Units; develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Chief.
- Conduct periodic briefings for your Unit; ensure they are aware of priorities.
- Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Chief and the PIO.
- Be prepared to participate in the EOC Manager's action planning meetings and policy decisions if requested.
- Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.
- Brief your relief at shift-change time; ensure that in-progress activities are identified and follow-up requirements are known.

**Organizing the Unit:**

- Review organization in place at the EOC.
- Review responsibilities of Resources within the Unit. Develop a plan for carrying out all responsibilities.
- Review existing Technical Specialist Unit staffing. Identify needed or surplus personnel in consultation with the Planning Section Chief.
- Activate Resources within the Unit as required:
  - o Weather
  - o Hazardous Materials
  - o Environmental Protection
  - o Structural Engineering
  - o Other Incident Defined Technical Specialists

**Job Assignments:**

- Determine if other Planning Section staff are at the EOC, and meet with them.
- Assemble with other Unit Leaders and Planning Section Chief for a briefing.
- Assign work locations and preliminary work tasks to Unit staff.
- Provide summary of the disaster situation to Unit staff
- Provide Unit resources with assignments and specific actions, which require immediate attention.

- Identify functional needs for the unit.
- Submit those functional needs to the Planning Section Chief for approval.
- Make a list of key issues currently facing your Unit. Clearly establish action items to be accomplished within the next operational period.
- Request additional personnel for the Unit as necessary for maintaining a two-shift operation.

***Operational Period Objectives Meeting:***

- Attend meeting as required.

***Command and General Staff Briefing:***

- Attend meeting as required.

***Tactics Meeting***

- Attend meeting as required.

***Planning Meeting and IAP Development***

- Attend meeting as required.
- Assist Planning Chief with development of the IAP through provision of technical specialist resource data.

***Operations Briefing:***

- Attend meeting as required.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.
- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.
- If arriving to EOC, review checklist prior to starting shift.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to direct report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Determine what follow-up to your assignment might be required before you leave; communicate information to your Section Chief.
- Deactivate the Technical Specialist Unit and close out logs when authorized by your

- Section Chief; return equipment to their original location.
- Check out with Direct Report or next higher report if direct report is not available.
- Return EOC Credentials and check out with Reception.

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## TECHNICAL SPECIALIST

### REPORTS TO:

- Technical Specialist Unit Leader

### POSITIONS REPORTING TO THE TECHNICAL SPECIALIST:

- None

### POSITION COORDINATOR:

- None – Staffed based on Incident Needs

### MINIMUM TRAINED STAFF:

- N/A

### STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

- Level 3 EOC Activation As Required
- Level 2 EOC Activation As Required
- Level 1 EOC Activation As Required

### TRAINING REQUIREMENTS:

- All EOC Staff are required to attend annual EOC Staff training.
- All EOC Staff are required to complete IS-100, IS-200, IS-700 and ICS-300. Additional positions may be required to complete IS-800 and ICS-400.
- Maintain an operational knowledge of Chatham County's EOP Organization and ESF structure.
- Position specific training, certification, and/or credentials are required, based on the technical specialty need, to fill this position (i.e. haz-mat, meteorology, structural engineering, environmental protection)

### GENERAL RESPONSIBILITIES:

This position, a member of the Planning Section, facilitates IAP preparation, coordinates specific technical needs, and serves as technical consultant to the EOC. Specific duties include:

- Immediately notify the Direct Report of significant emergency situations affecting or potentially affecting the County.
- When directed by the position's Direct Report or when circumstances dictate, notify all tasked organizations, inform them of the situation, and direct them to take the actions appropriate for the situation (report to EOC, scene of the emergency, stand by, etc.) in accordance with their organization's SOP.
- Provide support to the position's Direct Support (if applicable) to ensure all actions are accomplished within the established priorities.
- Establish/arrange appropriate staffing for this position and continuously monitor position specific effectiveness to ensure appropriate modifications occur as required.
- Ensure inter-agency coordination is accomplished effectively.

- Ensure risk management principles and procedures are applied to all activities.
- Maintain open communication with other members of the Unit and the Unit Leader.

**GENERAL PREPAREDNESS / PRE-ACTIVATION:**

- Maintain a “go-kit” of personal items and bring to the EOC when activated.
- Maintain a family/pet preparedness plan.
- Attend annual EOC Staff training and ensure NIMS compliance by maintaining an operational knowledge of NIMS, ICS and Chatham County’s EOP.

**ACTIVATION PHASE:**

- Respond immediately to appropriate EOC location and determine operational status.
- Check in with Reception and obtain appropriate security credentials.
- Check in with Direct Report or next higher report if direct report not available.
- Obtain briefing from available sources.
- Determine appropriate staffing levels based on EOC activation and planned action. Notify additional staff as required to support.
- Ensure family members know you are activated and how to contact you.
- Review position checklist and ensure position compliance. Clarify any issues regarding authority, staffing, assignments, expectations, etc.
- Read and comply with EOC Safety Policy.
- Open, maintain or continue a Position Specific Event Log; maintain all required records and documentation to support the After Action Report and the history of the emergency/disaster to include:
  - o Messages received
  - o Actions taken
  - o Decisions
  - o Requests: justification, documentation and completion
  - o EOC personnel, time on duty, and assignments
  - o Expenditures
- Confirm position specific priorities based on current status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Make sure any needed materials are available at the workstation.
- Check computer connectivity and access to related WebEOC boards.

**OPERATIONAL PHASE:**

- Regularly review reports and any related information, and provide technical expertise to the EOC staff as required.
- Summarize specific technical needs for IAP development.
- Monitor situation changes is conditions that affect or are affect by the technical specialty; report changes to the assigned Direct Report.
- Attend meetings as required.

***Shift Change and Transfer of Responsibility:***

- Prepare and submit a position Sitrep to your Direct Report.
- Fully brief your relief on past actions, open actions and planned actions.
- Ensure relief fully understands open actions, deadlines and expectations.
- Discuss continued staffing requirements and arrange as required.

- If leaving EOC, check out with Reception and Direct Report.
- If arriving to EOC, check in with Reception and Direct Report.

**DEACTIVATION PHASE:**

- Receive authorization from Direct Report to demobilize position and cancel future staffing considerations.
- Ensure any open actions will be handled by the appropriate entity after demobilization.
- Ensure all required forms or reports are completed prior to demobilization and forward to Direct Report or the Planning Section as required.
- Ensure a position specific EOC After Action Report is prepared in consultation with Direct Report and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Ensure Direct Report has position contact information in case EOC needs to re-establish operations.
- Check out with Direct Report or next higher report if Direct Report is not available.
- Return EOC Credentials and check out with Reception.

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