

APPENDIX 12

EOC OPERATIONS SECTION

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The Operations Section is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions.

The types of agencies that could be included in the Operations Section include fire, law enforcement, public health, public works, and emergency services, working together as a unit or in combinations, depending on the situation. Many incidents may involve private individuals, companies, or nongovernmental organizations, some of which may be fully trained and qualified to participate as partners in the Operations Section.

The Operations Section coordinates operations, organizational elements and staging areas in accordance with the Incident Action Plan, assists in the formulation of the Incident Action Plan, and directs its execution. The Operations Section also requests and/or releases resources, makes expedient changes to the Incident Action Plan as necessary through the Operations Section Chief, and reports such to the Incident Commander.

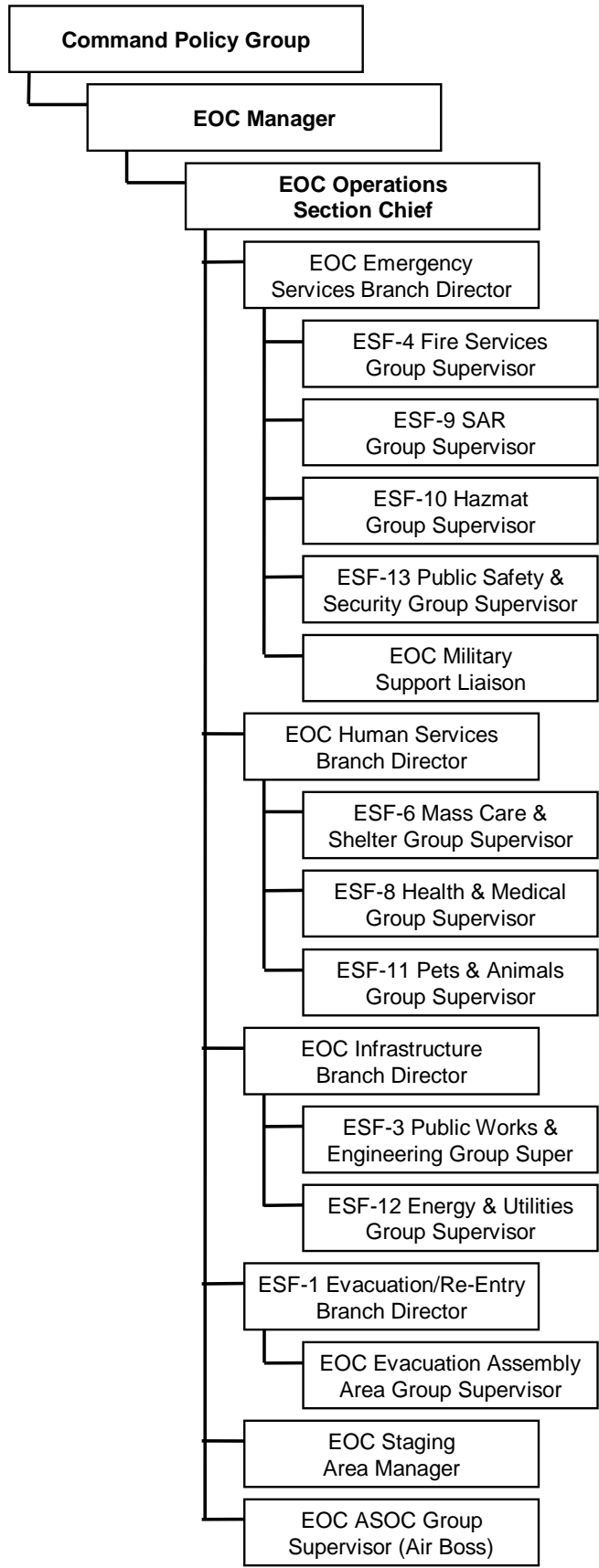
The Operations Section Chief will determine the need for establishing specific subordinate branches as dictated by the event. The Operations Section may be divided into six primary branches and groups: Emergency Services, Human Services, and Infrastructure Branches; Evacuation and ASOC Groups; and Staging Area Manager. As dictated by the event, not all units may be activated. Specific roles and responsibilities may be handled by an activated group, unit, or single resource. Responsibilities not assigned to a subordinate will be handled by the Operations Section Chief.

The persons in charge of the activated branches and groups are known as Branch Directors and Group Supervisors. The Operations Section Chief shall appoint qualified individuals to these positions as needed for the incident management and coordination. Directors and Supervisors will appoint qualified staff as needed to fulfill functional roles within their specific branch or group.

During an event, other EOC section chiefs and the EOC Manager will advise the Operations Section Chief on changes or predicted issues that influence the operational role of the incident as coordinated through the EOC.

The Operations Section Chief position is managed by the CEMA Assistant Director.

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OPERATIONS SECTION CHIEF

REPORTS TO:

- EOC Manager

POSITIONS REPORTING TO THE OPERATIONS SECTION CHIEF:

- ASOC Air Boss
- Emergency Services Branch
- Evacuation Coordinator
- Human Services Branch Director
- Infrastructure Branch Director
- Staging Area(s) Manager(s)

POSITION COORDINATOR:

- CEMA Assistant Director

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

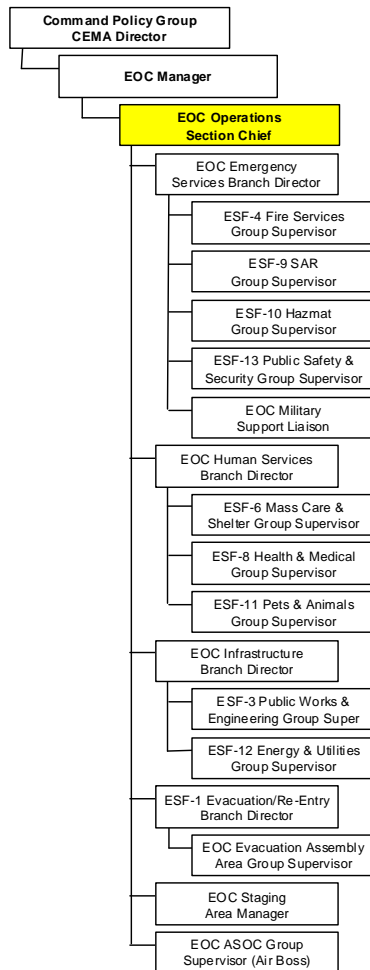
TRAINING REQUIREMENTS:

- 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.
- Other recommended courses/training include IS-701, ICS-430, and ICS-440.

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the General Staff, facilitates the management of all tactical operations directly applicable to the primary mission, coordinates needed resources, and serves as the Direct Report for organizational elements in accordance with the IAP. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Develop ICS 201
 - Develop initial tactics & priorities
 - Develop sketch map
 - Summarize actions
 - Develop resource summary
 - List current organization
- Continue to update response using ICS 201.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

- Direct incoming Operations Section Personnel to assigned workstations. Establish additional job/operational aids as needed, including status boards, maps, and other charts/operational graphics as needed.
- Ensure incoming personnel have read their checklist and are briefed prior to assuming their duties; briefing should include at a minimum:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area(s).
 - Description of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Operational period work shift assignments.
- Make appropriate notifications when Section is operational.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed through the Logistics Section using established ordering procedures.

OPERATIONAL PHASE:

- Define general operational responsibilities for this position not covered by one or more of the subsections below.

Section Organization:

- Monitor section activities and adjust the organization/staffing as appropriate.

Section Management:

- Exercise overall responsibility for coordinating the activities of activated Branches, Groups, Units, and/or Agencies, assigned to the Operations Section.
- Exercise overall responsibility for coordinating the activities of all sections assigned to the EOC.
- Conduct periodic Section and EOC briefings; ensure that all organizational elements are aware of priorities.
- Monitor Section and EOC personnel for signs of stress or under-performance; coordinate critical incident stress management as needed.
- Read and comply with EOC Safety Policy.

Job Assignments:

- Establish and Maintain Staging Area(s).
 - Identify:
 - Required location(s) of staging area(s).
 - Expected number and type of resources to be assembled in each area.
 - Anticipated duration for use of each area.
 - Determine if there is any need for temporary assignment of logistics service and support (fuel, food, sanitation) to the staging area(s).
 - Arrange for temporary logistics, if required, by notifying Logistics Section Chief.

- Assign a Staging Area Manager to each staging area, as appropriate.
- Monitor on-going operations & make tactical adjustments.
- Determine Need for Additional Resources.
 - Evaluate progress of operations.
 - Obtain latest situation/status information.
 - Obtain latest incident forecasts/predictions.
 - Receive and evaluate reports from Operations Personnel.
 - If inadequacies in operations exist, determine the reason(s).
 - If additional resources are required, request them from the Resources Unit by completing ICS Form 213RR.
- Measure/ensure progress against stated objectives.
- Debrief resources coming off shift.
- Prepare to brief IC/UC/CPG/Plans on accomplishments.

Situation Reporting:

- Review this checklist.
- 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
- Receive information routinely and/or as requested about operations activities from Situation Unit Field Observers and Operations Personnel.
- From the Situation Status Unit of the Planning Section, obtain/review major incident reports and additional field operational information that may pertain to or affect operations; disseminate information as appropriate.
- Keep up to date on situation and resources associated with the Operations Section; ensure Branch, Group, Unit and Agency Leaders maintain status and displays at all times.
- Provide situation and resources information to the Situation Status Unit of the Planning Section on a periodic basis (or as the situation requires).
- Brief Direct Report on major problem areas that need or will require solutions.
- Make a list of key issues to be accomplished within the next operational period.

Operational Period Objectives Meeting:

- Operations Portion of Operational Period Objectives Meeting TBD.

Command and General Staff Briefing:

- Receive direction from the IC/UC.
- Clarify objectives & priorities.
- Clarify organizational issues.
- Identify any limitations & restrictions.

- Reach agreements on IC/UC focus and direction.
- Discuss interagency issues.
- Prepare for Tactics Meeting.
- Continue on-scene operations.

Tactics Meeting:

- Brief on current operations.
- Divide incident into manageable units.
- Develop work map.
- Develop strategy/tactics to deploy
- Complete ICS Form 215.
- Identify resource needs.
- Identify contingencies
- Develop Operations Organizational Chart.
- Continue on-scene operations.

Planning Meeting and IAP Development:

- Complete ICS Form 215.
- Continue to update work progress.
- Brief on planned strategy/tactics using ICS Form 215, maps, charts, etc.
- Identify incident span of control requirements.
- Identify resource needs & reporting locations.
- Ensure ICS 204 tasks are clear.
- Identify any contingencies as needed.
- Identify organizational requirements.
- Provide information for the Incident Action Plan (ICS Form 220).
- Ensure ICS Form 201 tasking are clear.
- Communicate incident status changes.
- Continue on-scene operations.
- Develop Operations Portion of the Incident Action Plan
 - o Discuss incident situation with immediate subordinates and obtain control actions planned for subsequent operational period.
 - o Review control operations based on information provided by the Planning Section relating to:
 - Resource Availability.
 - Situation Status.
 - Incident Behavior Prediction.
 - Weather.
 - Communications Capability.
 - Environmental Impacts.
 - o Develop planned control operations for the Operations Section.
 - o Make resource assignments in conjunction with the resources unit.

Operations Briefing:

- Brief Operations Section Personnel
- Ensure support to current operations is in place.
- Deploy next operating period resources.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Initiate recommendations for release of resources.
 - o Review list of potential resources to be released (from Planning Section).
 - o Evaluate the adequacy of operations by reviewing:
 - Latest situation status information.
 - Latest incident predictions of disaster emergency effects.
 - Reports from field personnel.
 - o Estimate current and future resource requirements.
 - o Submit list of resource requirements to Resource Unit.
 - o Present recommendations to the IC or EOC Manager with supporting information.
- Receive authorization from Direct Report to demobilize position and cancel future staffing consideration
- 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.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

DEPUTY OPERATIONS SECTION CHIEF

REPORTS TO:

- Operations Section Chief

POSITIONS REPORTING TO THE DEPUTY OPERATIONS SECTION CHIEF:

- ASOC Air Boss
- Emergency Services Branch
- Evacuation Coordinator
- Human Services Branch Director
- Infrastructure Branch Director
- Staging Area(s) Manager(s)

POSITION COORDINATOR:

- CEMA EM Specialist - Operations

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

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

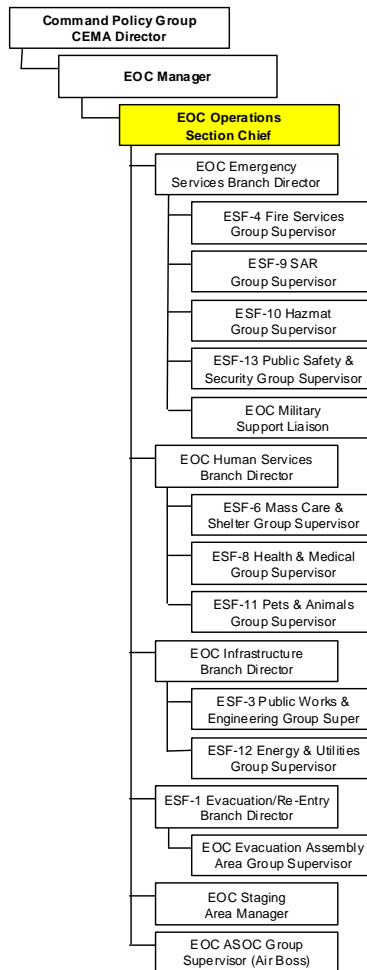
TRAINING REQUIREMENTS:

- 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.
- Other recommended courses/training include IS-701, ICS-430, and ICS-440.

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the General Staff, facilitates the management of all tactical operations directly applicable to the primary mission, coordinates needed resources, and serves as the Direct Report for organizational elements in accordance with the IAP. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Develop ICS 201
 - Develop initial tactics & priorities
 - Develop sketch map
 - Summarize actions
 - Develop resource summary
 - List current organization
- Continue to update response using ICS 201.
- Assist as required to develop an overall strategy.

- Support operational and functional meetings as required.
- Direct incoming Operations Section Personnel to assigned workstations. Establish additional job/operational aids as needed, including status boards, maps, and other charts/operational graphics as needed.
- Ensure incoming personnel have read their checklist and are briefed prior to assuming their duties; briefing should include at a minimum:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area(s).
 - Description of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Operational period work shift assignments.
- Make appropriate notifications when Section is operational.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed through the Logistics Section using established ordering procedures.

OPERATIONAL PHASE:

- Define general operational responsibilities for this position not covered by one or more of the subsections below.

Section Organization:

- Monitor section activities and adjust the organization/staffing as appropriate.

Section Management:

- Exercise overall responsibility for coordinating the activities of activated Branches, Groups, Units, and/or Agencies, assigned to the Operations Section.
- Exercise overall responsibility for coordinating the activities of all sections assigned to the EOC.
- Conduct periodic Section and EOC briefings; ensure that all organizational elements are aware of priorities.
- Monitor Section and EOC personnel for signs of stress or under-performance; coordinate critical incident stress management as needed.
- Read and comply with EOC Safety Policy.

Job Assignments:

- Establish and Maintain Staging Area(s).
 - Identify:
 - Required location(s) of staging area(s).
 - Expected number and type of resources to be assembled in each area.
 - Anticipated duration for use of each area.
 - Determine if there is any need for temporary assignment of logistics service and support (fuel, food, sanitation) to the staging area(s).

- Arrange for temporary logistics, if required, by notifying Logistics Section Chief.
 - Assign a Staging Area Manager to each staging area, as appropriate.
- Monitor on-going operations & make tactical adjustments.
- Determine Need for Additional Resources.
 - Evaluate progress of operations.
 - Obtain latest situation/status information.
 - Obtain latest incident forecasts/predictions.
 - Receive and evaluate reports from Operations Personnel.
 - If inadequacies in operations exist, determine the reason(s).
 - If additional resources are required, request them from the Resources Unit by completing ICS Form 213RR.
- Measure/ensure progress against stated objectives.
- Debrief resources coming off shift.
- Prepare to brief IC/UC/CPG/Plans on accomplishments.

Situation Reporting:

- Review this checklist.
- 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
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 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Receive information routinely and/or as requested about operations activities from Situation Unit Field Observers and Operations Personnel.
- From the Situation Status Unit of the Planning Section, obtain/review major incident reports and additional field operational information that may pertain to or affect operations; disseminate information as appropriate.
- Keep up to date on situation and resources associated with the Operations Section; ensure Branch, Group, Unit and Agency Leaders maintain status and displays at all times.
- Provide situation and resources information to the Situation Status Unit of the Planning Section on a periodic basis (or as the situation requires).
- Brief Direct Report on major problem areas that need or will require solutions.
- Make a list of key issues to be accomplished within the next operational period.

Operational Period Objectives Meeting:

- Operations Portion of Operational Period Objectives Meeting TBD.

Command and General Staff Briefing:

- Receive direction from the IC/UC.
- Clarify objectives & priorities.
- Clarify organizational issues.

- Identify any limitations & restrictions.
- Reach agreements on IC/UC focus and direction.
- Discuss interagency issues.
- Prepare for Tactics Meeting.
- Continue on-scene operations.

Tactics Meeting:

- Brief on current operations.
- Divide incident into manageable units.
- Develop work map.
- Develop strategy/tactics to deploy
- Complete ICS Form 215.
- Identify resource needs.
- Identify contingencies
- Develop Operations Organizational Chart.
- Continue on-scene operations.

Planning Meeting and IAP Development:

- Complete ICS Form 215.
- Continue to update work progress.
- Brief on planned strategy/tactics using ICS Form 215, maps, charts, etc.
- Identify incident span of control requirements.
- Identify resource needs & reporting locations.
- Ensure ICS 204 tasks are clear.
- Identify any contingencies as needed.
- Identify organizational requirements.
- Provide information for the Incident Action Plan (ICS Form 220).
- Ensure ICS Form 201 tasking are clear.
- Communicate incident status changes.
- Continue on-scene operations.
- Develop Operations Portion of the Incident Action Plan
 - o Discuss incident situation with immediate subordinates and obtain control actions planned for subsequent operational period.
 - o Review control operations based on information provided by the Planning Section relating to:
 - Resource Availability.
 - Situation Status.
 - Incident Behavior Prediction.
 - Weather.
 - Communications Capability.
 - Environmental Impacts.
 - o Develop planned control operations for the Operations Section.
 - o Make resource assignments in conjunction with the resources unit.

Operations Briefing:

- Brief Operations Section Personnel
- Ensure support to current operations is in place.
- Deploy next operating period resources.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Initiate recommendations for release of resources.
 - o Review list of potential resources to be released (from Planning Section).
 - o Evaluate the adequacy of operations by reviewing:
 - Latest situation status information.
 - Latest incident predictions of disaster emergency effects.
 - Reports from field personnel.
 - o Estimate current and future resource requirements.
 - o Submit list of resource requirements to Resource Unit.
 - o Present recommendations to the IC or EOC Manager with supporting information.
- Receive authorization from Direct Report to demobilize position and cancel future staffing consideration
- 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.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

- 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Direct incoming Branch personnel to assigned workstations. Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Ensure incoming personnel have read their checklist and are briefed prior to assuming

their duties; briefing should include at a minimum:

- Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area(s).
 - Description of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Operational period work shift assignments.
- Make appropriate notifications when Branch is operational.
 - Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
 - Request additional resources if needed through the Logistics Section using established ordering procedures.

OPERATIONAL PHASE:

Organizing the Branch:

- Monitor Branch activities and request modifications/adjustments to the organization/staffing as needed.

Job Assignments:

- Develop Branch Plans that support EOC and field operations as requested; assign resources and specific responsibilities as required.
- Monitor on-going operations & recommend tactical adjustments.
- Determine need for additional resources.
 - Evaluate progress of operations.
 - Obtain latest situation/status information.
 - Obtain latest incident forecasts/predictions.
 - Receive and evaluate reports from Operations Personnel.
 - If inadequacies in operations exist, determine the reason(s).
 - If additional resources are required, request them from the Resources Unit by completing ICS-213RR.
- Measure/ensure progress against stated objectives.
- Debrief resources coming off shift.
- Prepare to brief OSC/Plans/IC/UC/CPG on accomplishments as needed.
- Receive information routinely and/or as requested about operations activities from Situation Unit Field Observers and Operations Personnel.
- From the Situation Status Unit of the Planning Section, obtain/review major incident reports and additional field operational information that may pertain to or affect operations; disseminate information as appropriate.
- Keep up to date on situation and resources associated with the Emergency Services Branch; ensure assigned Groups, Units and Agencies maintain status and displays at all times.
- Provide situational updates and resources information to the Situation Status Unit of the Planning Section (through the OSC) on a periodic basis (or as the situation requires).
- Brief OSC on major problem areas that need or will require solutions.

- Make a list of key issues to be accomplished within the next operational period.
- Continue support to on-scene operations.

Operational Period Objectives Meeting:

- Attend Briefing as directed.

Command and General Staff Briefing:

- Attend Briefing as directed.
- Receive direction from the OSC.
- Clarify Branch Objectives & Priorities with OSC.
- Clarify organizational issues.
- Identify any limitations & restrictions.
- Recommend to OSC Operational Focus and direction.
- Discuss interagency issues.
- Assist OSC prepare for Tactics Meeting.
 - o Brief OSC on current operations.
 - o Develop/maintain work/current status boards/maps.
 - o Recommend strategies/tactics to deploy.
 - o Provide information for the ICS-215 as needed.
 - o Identify current and future resource needs.
 - o Identify possible contingencies.
 - o Develop/maintain Branch Organizational Chart(s).

Tactics Meeting

- Attend meeting as directed.

Planning Meeting and IAP Development:

- Assist OSC prepare for meeting.
- Provide information for the ICS-215.
- Continue to update work progress.
- Brief OSC on planned strategy/tactics using ICS-215, maps, charts, etc.
- Identify Branch span of control requirements.
- Identify resource needs & reporting locations.
- Identify any contingencies as needed.
- Identify organizational requirements.
- Provide information for the Incident Action Plan (ICS-204).
- Ensure ICS-201 tasking are clear.
- Communicate incident status changes.
- Develop Branch Portion of the Incident Action Plan
 - o Discuss incident situation within immediate subordinates and obtain control actions planned for subsequent operational period.
 - o Review control operations based on information provided by the Planning Section relating to:
 - Resource Availability.
 - Situation Status.
 - Incident Behavior Prediction.
 - Weather.

- Communications Capability.
- Environmental Impacts.
 - o Develop planned control operations for the Branch.
 - o Make resource assignments in conjunction with the resources unit.
- Attend meeting(s) as directed.

Operations Briefing:

- Attend briefing.
- Brief Branch Personnel on specific assignments.
- Ensure support to current operations is in place.
- Deploy next operating period resources.

Branch/Unit Operations Checklists:

- Branch/Unit Operational Duties are organized into categories.**
- ESF4 – Fire Response.
- ESF9 – Search and Rescue
- ESF10 – HAZMAT
- ESF13 – Public Safety & Security
- Military Support

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Initiate recommendations for release of resources.
 - o Review list of potential resources to be released with OSC.
 - o Evaluate the adequacy of operations by reviewing:
 - Latest situation status information.
 - Latest incident predictions of disaster emergency effects.
 - Reports from field personnel.
 - o Estimate current and future resource requirements.

- Submit list of resource requirements to Resource Unit.
 - Present recommendations to the OSC with supporting information.
- ❑ Receive authorization from OSC to demobilize position(s) 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 the OSC or the Planning Section as required.
- ❑ Ensure a position specific EOC After Action Report(s) is/are prepared in consultation with the OSC and the Planning Section.
- ❑ Log off WebEOC and shut down laptop or PC.
- ❑ Clean workstation and organize paperwork and notebooks.
- ❑ Check out with direct report or next higher report if direct report is not available.
- ❑ Return EOC Credentials and check out with reception.

ESF-4 FIRE SERVICES GROUP SUPERVISOR

REPORTS TO:

- Emergency Services Branch Director

POSITIONS REPORTING TO THE ESF-4 FIRE SERVICES GROUP SUPERVISOR:

- None

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

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

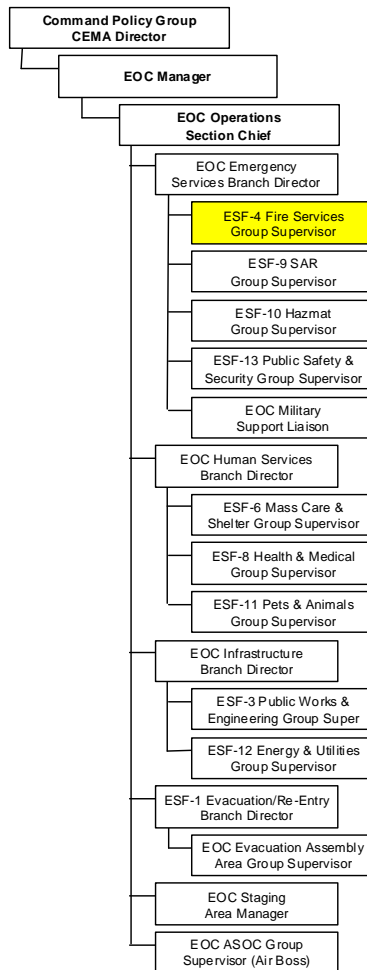
TRAINING REQUIREMENTS:

- 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.
- Recommend IS-804.

GENERAL RESPONSIBILITIES:

This position, a member of the Emergency Services Branch of the Operations Section, facilitates support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring incidentally with an incident requiring an area response for assistance; coordinates the mobilization of firefighting resources supporting local agencies during firefighting operations; and serves as the Direct Report for all supporting agencies during firefighting operations. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Provide SITSTAT Unit with current inventories of fire service facilities, equipment, and personnel throughout the County.
- Inform Branch Director regarding available resources and status.
- Monitor weather and hazardous conditions that contribute to increased fire danger.
- Project ahead, anticipate situations and problems before they occur; based on the

existing and forecast situation, determine future requirements.

- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Maintain status of available fire service agencies and resource capabilities.
- Provide support to local fire departments and the Forestry Commission by coordinating County fire service resources to include mobilizing and deploying resources as needed.
- Establish/maintain communications with on-site incident commanders.
- Establish communications with the State Regional Fire Coordinator, when activated, to coordinate fire service response beyond the capability of the County.
- Anticipate and plan for arrival of and coordination with state ESF4 personnel in the EOC and the Joint Field Office (JFO).
- Once resources are requested, provide for direct liaison with fire chiefs in affected areas to coordinate requests for specific assistance.
- Manage fire service resources located in staging areas.
- Plan for and coordinate relief resources to replace or rotate with committed resources for extended operations.
- Support fire investigations, as requested.
- Obtain, maintain, and provide fire situation and damage assessment information to SITSTAT Unit and OPS.
- Require supporting agencies to maintain appropriate records of expenditures and document resources utilized during the entire event (through recovery).
- Maintain an inventory of equipment reported lost or damaged.
- Document and report all equipment accidents and personnel injuries.
- Maintain adequate resources to support local operations and plan for a reduction of resources.
- Channel fire service information for public release through EOC PIO.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.

- 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Maintain status of available resources and capabilities.

- Establish/maintain communications with the IC.
- Provide support to the IC by coordinating County resources to include air assets.
- When the situation dictates, coordinate with GEMA and/or SOC to invoke mutual aid agreements and/or to request special technical support (i.e., GSAR & K9).
- Manage resources located in staging areas.
- Plan for and coordinate relief resources to replace or rotate with committed resources for extended operations.
- Require supporting agencies to maintain appropriate records of expenditures and document resources utilized during the entire event (through recovery).
- Maintain an inventory of equipment reported lost or damaged.
- Document and report all equipment accidents and personnel injuries.
- Channel information for public release through EOC PIO.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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ESF-10 HAZMAT GROUP SUPERVISOR

REPORTS TO:

- Emergency Services Branch Director

POSITIONS REPORTING TO THE ESF-10 HAZMAT GROUP SUPERVISOR:

- None

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

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

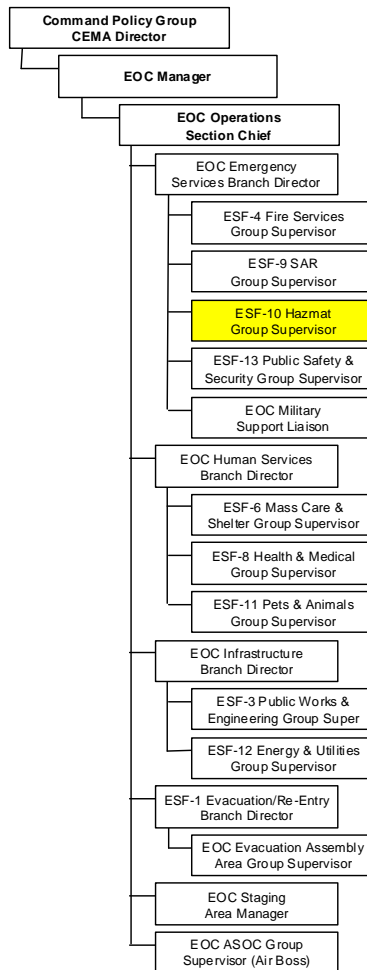
TRAINING REQUIREMENTS:

- 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.
- Recommend FEMA IS-810.
- Recommend the following GEMA Courses: Awareness for Initial Response to Hazardous Materials Incidents, and Hazardous Materials Contingency Planning.

GENERAL RESPONSIBILITIES:

This position, a member of the Emergency Services Branch of the Operations Section, facilitates coordinates the rapid mobilization of resources to provide support to local agencies to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials; and serves as the Direct Report for all supporting agencies during the response. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Maintain status of available support agencies and resource capabilities.
- Provide support to the IC by coordinating County resources to include mobilizing and deploying additional resources as needed.
- Establish/maintain communications with the IC.
- When the situation dictates, coordinate with GEMA and/or SOC to invoke mutual aid agreements, to include activating GSAR.
- Once resources are requested, provide for direct liaison to provide assistance.
- Manage resources located in staging areas.
- Plan for and coordinate relief resources to replace or rotate with committed resources for extended operations.
- Require supporting agencies to maintain appropriate records of expenditures and document resources utilized during the entire event (through recovery).
- Maintain an inventory of equipment reported lost or damaged.
- Document and report all equipment accidents and personnel injuries.
- Maintain adequate resources to support local operations and plan for a reduction of resources.
- Channel information for public release through EOC PIO.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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- 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Maintain status of available support agencies and resource capabilities.

- Support evacuation plans by coordinating traffic control, communications, area patrols and security for established assembly areas and shelters.
- Coordinate security for critical facilities, as needed.
- Coordinate access control/re-entry to the effected area(s).
- When the situation dictates, coordinate with GEMA and/or SOC to invoke additional mutual aid agreements and/or to request additional resources.
- Once resources are requested, provide for direct liaison to provide assistance.
- Coordinate requested support for deceased identification and mortuary services.
- Manage resources located in staging areas.
- Plan for and coordinate relief resources to replace or rotate with committed resources for extended operations.
- Require supporting agencies to maintain appropriate records of expenditures and document resources utilized during the entire event (through recovery).
- Maintain an inventory of equipment reported lost or damaged.
- Document and report all equipment accidents and personnel injuries.
- Maintain adequate resources to support local operations and plan for a reduction of resources.
- Channel information for public release through EOC PIO.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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MILITARY SUPPORT LIAISON OFFICER

REPORTS TO:

- Emergency Services Branch Director

POSITIONS REPORTING TO THE MILITARY SUPPORT LIAISON OFFICER:

- None

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

MINIMUM TRAINED STAFF:

- 3 Persons

STAFFING REQUIREMENTS PER OPERATIONAL PERIOD:

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

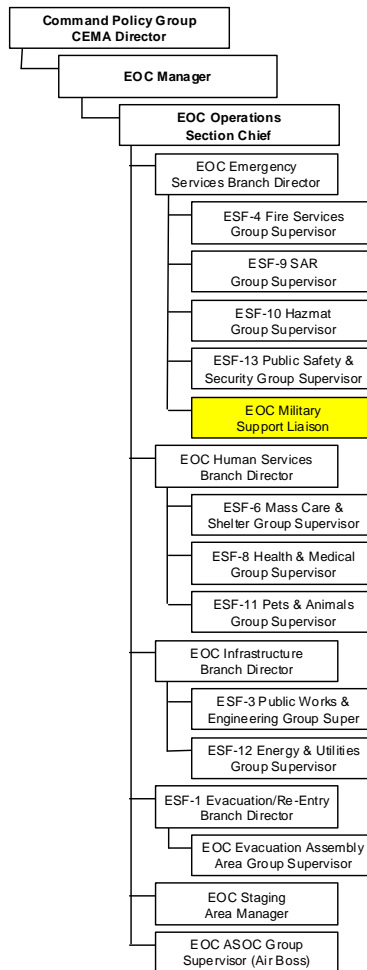
TRAINING REQUIREMENTS:

- 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 Emergency Services Branch of the Operations Section, facilitates Military Support to Civilian Emergency Operations, coordinates with the Incident Management Team, and serves as the military unit's point of contact. Specific duties include:

- Immediately notify the direct report of significant emergencies 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 plans are in place to identify and coordinate military support programs and resources.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

OPERATIONAL PHASE:

- Coordinate with the Planning Section to determine need for types and numbers of military support resources. Prepare and submit a position Strep to your direct report.
 - Current needs.
 - Future needs.
- Review inventories of military support resources.
 - Existing local resources.
 - State and federal sources.
- Coordinate military support resources.
 - Notify military support resource providers.
 - Determine availability.
 - Coordinate the scheduling and deployment with the Operations and Planning

Sections.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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EOC HUMAN SERVICES BRANCH DIRECTOR

REPORTS TO:

- Operations Section Chief

POSITIONS REPORTING TO THE HUMAN SERVICES BRANCH DIRECTOR:

- ESF-6 Mass Care & Sheltering Group Supervisor
- ESF-8 Health & Medical Group Supervisor
- ESF-11 Pets & Animals Group Supervisor

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

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, EOC Staff Manual and ESF structure.
- Additional recommended training includes IS-10, and IS-11.

EOC / ICS FORMS AND PAPERWORK

FORMS THIS POSITION DEVELOPS:

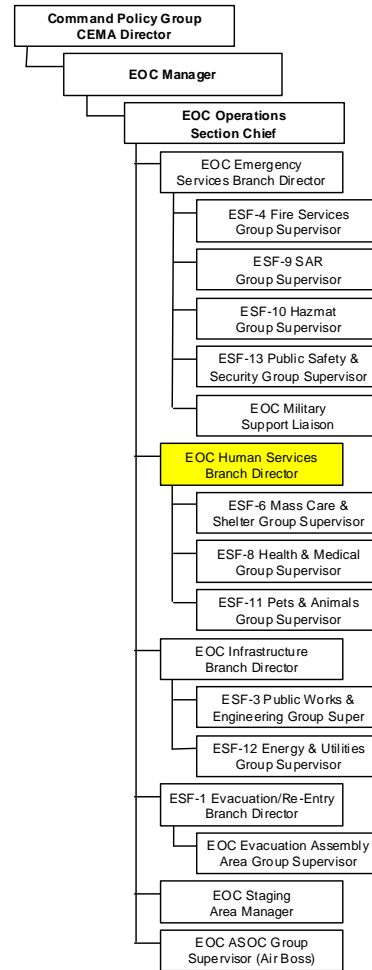
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FORMS THIS POSITION APPROVES:

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FORMS THIS POSITION REVIEWS:

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GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the Operations Section, facilitates identifying and coordinating the human services programs and needed resources directly applicable to the primary mission; coordinates with emergency welfare agencies to identify, set up, staff/maintain evacuation centers/mass care facilities for disaster victims/emergency workers; and serves as the Direct Report for organizational Branch Elements in accordance with the IAP. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion

- EOC personnel, time on duty, and assignments
 - Expenditures
- ❑ Confirm position specific priorities based on status report.
- ❑ Assist as required to develop an overall strategy.
- ❑ Support operational and functional meetings as required.
- ❑ Direct incoming Branch personnel to assigned workstations. Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- ❑ Ensure incoming personnel have read their checklist and are briefed prior to assuming their duties; briefing should include at a minimum:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area(s).
 - Description of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Operational period work shift assignments.
- ❑ Make appropriate notifications when Branch is operational.
- ❑ Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- ❑ Request additional resources if needed through the Logistics Section using established ordering procedures.

OPERATIONAL PHASE:

- ❑ **Define general operational responsibilities for this position not covered by one or more of the subsections below.**

Organizing the Branch:

- ❑ Monitor Branch activities and request modifications/adjustments to the organization/staffing as needed.

Job Assignments:

- ❑ Develop Branch Plans that support EOC and field operations as requested; assign resources and specific responsibilities as required.
- ❑ Monitor on-going operations & recommend tactical adjustments.
- ❑ Determine need for additional resources.
 - Evaluate progress of operations.
 - Obtain latest situation/status information.
 - Obtain latest incident forecasts/predictions.
 - Receive and evaluate reports from Operations Personnel.
 - If inadequacies in operations exist, determine the reason(s).
 - If additional resources are required, request them from the Resources Unit by completing ICS-213RR.
- ❑ Measure/ensure progress against stated objectives.
- ❑ Debrief resources coming off shift.
- ❑ Prepare to brief OSC/Plans/IC/UC/CPG on accomplishments as needed.

- Receive information routinely and/or as requested about operations activities from Situation Unit Field Observers and Operations Personnel.
- From the Situation Status Unit of the Planning Section, obtain/review major incident reports and additional field operational information that may pertain to or affect operations; disseminate information as appropriate.
- Keep up to date on situation and resources associated with the Emergency Services Branch; ensure assigned Groups, Units and Agencies maintain status and displays at all times.
- Provide situational updates and resources information to the Situation Status Unit of the Planning Section (through the OSC) on a periodic basis (or as the situation requires).
- Brief OSC on major problem areas that need or will require solutions.
- Make a list of key issues to be accomplished within the next operational period.
- Continue support to on-scene operations.

Operational Period Objectives Meeting:

- Attend Briefing as directed.

Command and General Staff Briefing:

- Attend Briefing as directed.
- Receive direction from the OSC.
- Clarify Branch Objectives & Priorities with OSC.
- Clarify organizational issues.
- Identify any limitations & restrictions.
- Recommend to OSC Operational Focus and direction.
- Discuss interagency issues.
- Assist OSC prepare for Tactics Meeting.
 - o Brief OSC on current operations.
 - o Develop/maintain work/current status boards/maps.
 - o Recommend strategies/tactics to deploy.
 - o Provide information for the ICS-215 as needed.
 - o Identify current and future resource needs.
 - o Identify possible contingencies.
 - o Develop/maintain Branch Organizational Chart(s).

Tactics Meeting

- Attend meeting as directed.

Planning Meeting and IAP Development:

- Assist OSC prepare for meeting.
- Provide information for the ICS-215.
- Continue to update work progress.
- Brief OSC on planned strategy/tactics using ICS-215, maps, charts, etc.
- Identify Branch span of control requirements.
- Identify resource needs & reporting locations.
- Identify any contingencies as needed.
- Identify organizational requirements.
- Provide information for the Incident Action Plan (ICS-204).

- Ensure ICS-201 tasking are clear.
- Communicate incident status changes.
- Develop Branch Portion of the Incident Action Plan
 - o Discuss incident situation within immediate subordinates and obtain control actions planned for subsequent operational period.
 - o Review control operations based on information provided by the Planning Section relating to:
 - Resource Availability.
 - Situation Status.
 - Incident Behavior Prediction.
 - Weather.
 - Communications Capability.
 - Environmental Impacts.
 - o Develop planned control operations for the Branch.
 - o Make resource assignments in conjunction with the resources unit.
- Attend meeting(s) as directed.

Operations Briefing:

- Attend briefing.
- Brief Branch Personnel on specific assignments.
- Ensure support to current operations is in place.
- Deploy next operating period resources.

Branch/Unit Operations Checklists:

- Branch/Unit Operational Duties are organized into categories.**
- ESF6 – Mass Care & Sheltering.
- ESF8 – Health & Medical.
- ESF11 – Pets.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Initiate recommendations for release of resources.
 - Review list of potential resources to be released with OSC.
 - Evaluate the adequacy of operations by reviewing:
 - Latest situation status information.
 - Latest incident predictions of disaster emergency effects.
 - Reports from field personnel.
 - Estimate current and future resource requirements.
 - Submit list of resource requirements to Resource Unit.
 - Present recommendations to the OSC with supporting information.
- Receive authorization from OSC to demobilize position(s) 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 the OSC or the Planning Section as required.
- Ensure a position specific EOC After Action Report(s) is/are prepared in consultation with the OSC and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

ESF-6 MASS CARE & SHELTERING GROUP SUPERVISOR

REPORTS TO:

- Human Services Branch Director

POSITIONS REPORTING TO THE ESF-6 MASS CARE & SHELTERING GROUP SUPERVISOR:

- None

POSITION COORDINATOR:

- ESF-6 Primary Coordinator

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

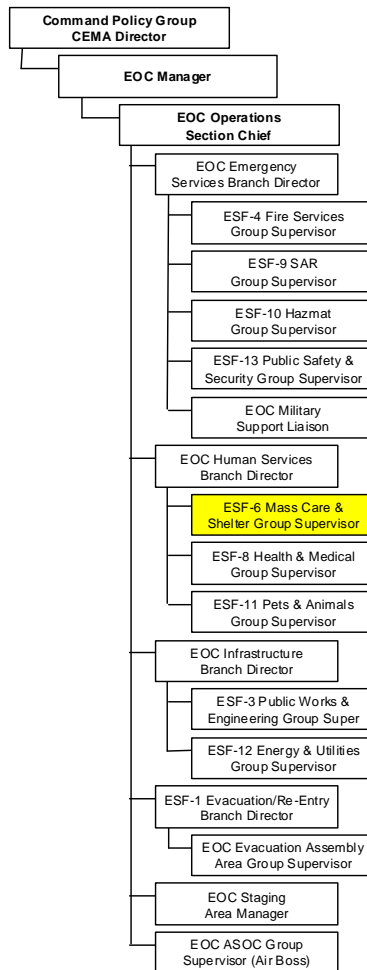
TRAINING REQUIREMENTS:

- 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 Human Services Branch of the Operations Section, facilitates coordinates the rapid mobilization of resources to provide support to local agencies during potential or actual incidents requiring mass care and sheltering assets; and serves as the Direct Report for all supporting agencies during the response. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position’s training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Coordinate for the establishment of, and maintain shelters as required.
- Coordinate for the establishment of, and maintain mass feeding sites as required.

- Maintain situational awareness of supporting agencies.
- Respond to mission/support requests when received.
- Provide information to and assist the Branch Director as needed.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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ESF-8 HEALTH & MEDICAL GROUP SUPERVISOR

REPORTS TO:

- Human Services Branch Director

POSITIONS REPORTING TO THE ESF-8 HEALTH & MEDICAL GROUP SUPERVISOR:

- None

POSITION COORDINATOR:

- ESF-8 Primary Coordinator

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

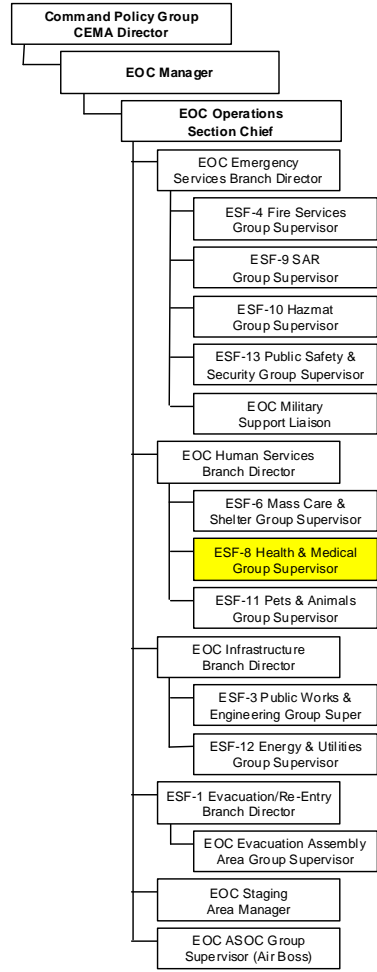
TRAINING REQUIREMENTS:

- 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.
- Recommend IS-808.

GENERAL RESPONSIBILITIES:

This position, a member of the Human Services Branch of the Operations Section, facilitates coordinates the rapid mobilization of resources to provide support to local agencies during potential or actual incidents requiring additional public health and medical services; and serves as the Direct Report for all supporting agencies during the response. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position’s training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Coordinate for the establishment of, and maintain shelters as required.
- Coordinate for the establishment of, and maintain mass feeding sites as required.
- Maintain situational awareness of supporting agencies.

- Respond to mission/support requests when received.
- Provide information to and assist the Branch Director as needed.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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ESF-11 PETS & ANIMALS GROUP SUPERVISOR

REPORTS TO:

- Human Services Branch Director

POSITIONS REPORTING TO THE ESF-11 PETS GROUP SUPERVISOR:

- None

POSITION COORDINATOR:

- ESF-11 Pets Primary Coordinator

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

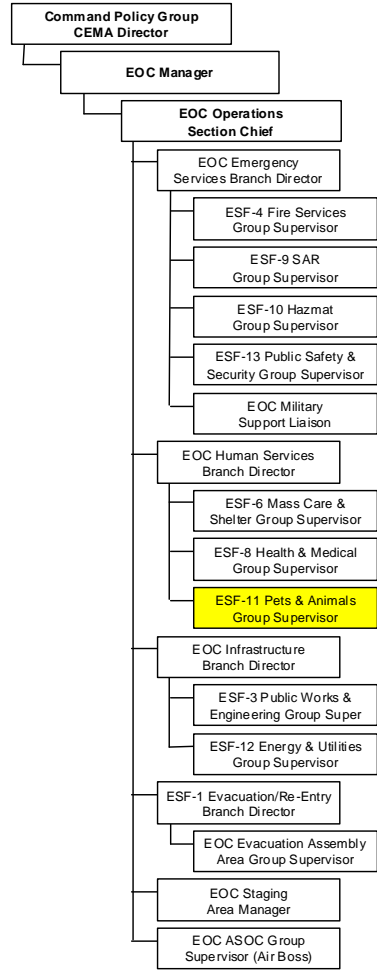
TRAINING REQUIREMENTS:

- 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.
- Recommend IS-10 and IS-11.

GENERAL RESPONSIBILITIES:

This position, a member of the Human Services Branch of the Operations Section, facilitates coordinates the rapid mobilization of resources to provide support to local agencies during potential or actual incidents requiring the evacuation and/or care of animals; and serves as the Direct Report for all supporting agencies during the response. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position’s training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Maintain status of available support agencies and resource capabilities, to include information on all available animal shelter facilities and confinement areas.
- Coordinate local emergency response with regional and state systems.

- Coordinate the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
- Request additional supplies, equipment, personnel, and technical assistance from supporting agencies and the private sector.
- Coordinate post event care for livestock and other animals impacted by the event.
- Coordinate with GEMA and/or SOC for additional personnel and equipment when necessary.
- Once resources are requested, provide for direct liaison to provide assistance.
- Manage resources located in staging areas.
- Plan for and coordinate relief resources to replace or rotate with committed resources for extended operations.
- Require supporting agencies to maintain appropriate records of expenditures and document resources utilized during the entire event (through recovery).
- Maintain an inventory of equipment reported lost or damaged.
- Document and report all equipment accidents and personnel injuries.
- Maintain adequate resources to support local operations and plan for a reduction of resources.
- Channel information for public release through EOC PIO.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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**EOC INFRASTRUCTURE
BRANCH DIRECTOR**

REPORTS TO:

- Operations Section Chief

**POSITIONS REPORTING TO THE
INFRASTRUCTURE BRANCH
DIRECTOR:**

- ESF-3 Public Works & Engineering Group Supervisor
- ESF-12 Energy & Utilities Group Supervisor

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

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

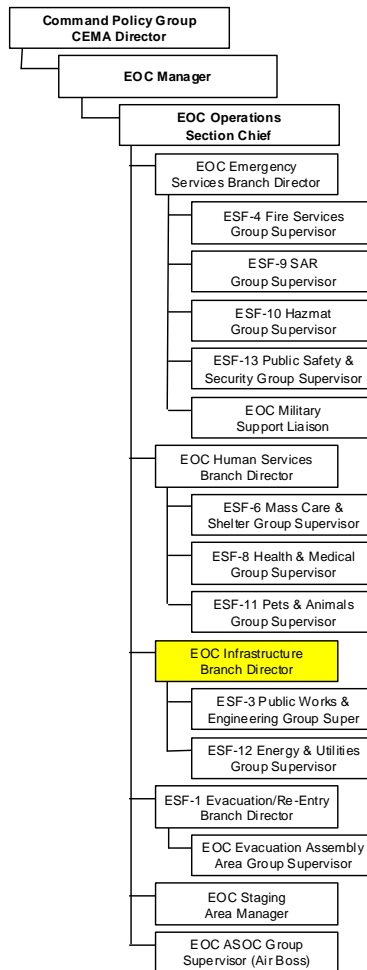
TRAINING REQUIREMENTS:

- 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, EOC Staff Manual and ESF structure.
- Additional recommended training includes IS-803, and IS-812.

GENERAL OVERALL RESPONSIBILITIES:

This position, a member of the Operations Section, facilitates all Public Works operations; coordinates maintenance of public facilities, surviving utilities and services; and restoration of those that are damaged or destroyed; assists other functions with traffic issues, search and rescue, transportation, and other operations as needed; and serves as the Direct Report for organizational Branch Elements in accordance with the IAP. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position's training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Direct incoming Branch personnel to assigned workstations. Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Ensure incoming personnel have read their checklist and are briefed prior to assuming their duties; briefing should include at a minimum:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.

- Availability of communications.
- Location of work area(s).
- Description of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Operational period work shift assignments.
- ❑ Make appropriate notifications when Branch is fully operational.
- ❑ Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- ❑ Request additional resources if needed through the Logistics Section using established ordering procedures.

OPERATIONAL PHASE:

Organizing the Branch:

- ❑ Monitor Branch activities and request modifications/adjustments to the organization/staffing as needed.

Job Assignments:

- ❑ Develop Branch Plans that support EOC and field operations as requested; assign resources and specific responsibilities as required.
- ❑ Monitor on-going operations & recommend tactical adjustments.
- ❑ Determine need for additional resources.
 - Evaluate progress of operations.
 - Obtain latest situation/status information.
 - Obtain latest incident forecasts/predictions.
 - Receive and evaluate reports from Operations Personnel.
 - If inadequacies in operations exist, determine the reason(s).
 - If additional resources are required, request them from the Resources Unit by completing ICS-213RR.
- ❑ Measure/ensure progress against stated objectives.
- ❑ Debrief resources coming off shift.
- ❑ Prepare to brief OSC/Plans/IC/UC/CPG on accomplishments as needed.
- ❑ Receive information routinely and/or as requested about operations activities from Situation Unit Field Observers and Operations Personnel.
- ❑ From the Situation Status Unit of the Planning Section, obtain/review major incident reports and additional field operational information that may pertain to or affect operations; disseminate information as appropriate.
- ❑ Keep up to date on situation and resources associated with the Emergency Services Branch; ensure assigned Groups, Units and Agencies maintain status and displays at all times.
- ❑ Provide situational updates and resources information to the Situation Status Unit of the Planning Section (through the OSC) on a periodic basis (or as the situation requires).
- ❑ Brief OSC on major problem areas that need or will require solutions.
- ❑ Make a list of key issues to be accomplished within the next operational period.
- ❑ Continue support to on-scene operations.

Operational Period Objectives Meeting:

- Attend Briefing as directed.

Command and General Staff Briefing:

- Attend Briefing as directed.
- Receive direction from the OSC.
- Clarify Branch Objectives & Priorities with OSC.
- Clarify organizational issues.
- Identify any limitations & restrictions.
- Recommend to OSC Operational Focus and direction.
- Discuss interagency issues.
- Assist OSC prepare for Tactics Meeting.
 - o Brief OSC on current operations.
 - o Develop/maintain work/current status boards/maps.
 - o Recommend strategies/tactics to deploy.
 - o Provide information for the ICS-215 as needed.
 - o Identify current and future resource needs.
 - o Identify possible contingencies.
 - o Develop/maintain Branch Organizational Chart(s).

Tactics Meeting

- Attend meeting as directed.

Planning Meeting and IAP Development:

- Assist OSC prepare for meeting.
- Provide information for the ICS-215.
- Continue to update work progress.
- Brief OSC on planned strategy/tactics using ICS-215, maps, charts, etc.
- Identify Branch span of control requirements.
- Identify resource needs & reporting locations.
- Identify any contingencies as needed.
- Identify organizational requirements.
- Provide information for the Incident Action Plan (ICS-204).
- Ensure ICS-201 tasking are clear.
- Communicate incident status changes.
- Develop Branch Portion of the Incident Action Plan
 - o Discuss incident situation within immediate subordinates and obtain control actions planned for subsequent operational period.
 - o Review control operations based on information provided by the Planning Section relating to:
 - Resource Availability.
 - Situation Status.
 - Incident Behavior Prediction.
 - Weather.
 - Communications Capability.
 - Environmental Impacts.
 - o Develop planned control operations for the Branch.
 - o Make resource assignments in conjunction with the resources unit.

- Attend meeting(s) as directed.

Operations Briefing:

- Attend briefing.
- Brief Branch Personnel on specific assignments.
- Ensure support to current operations is in place.
- Deploy next operating period resources.

Branch/Unit Operations Checklists:

- Branch/Unit Operational Duties are organized into categories.**
- ESF3 – Public Works & Engineering.
- ESF12 – Energy & Utilities

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Initiate recommendations for release of resources.
 - Review list of potential resources to be released with OSC.
 - Evaluate the adequacy of operations by reviewing:
 - Latest situation status information.
 - Latest incident predictions of disaster emergency effects.
 - Reports from field personnel.
 - Estimate current and future resource requirements.
 - Submit list of resource requirements to Resource Unit.
 - Present recommendations to the OSC with supporting information.
- Receive authorization from OSC to demobilize position(s) 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 the OSC or the Planning Section as required.

- Ensure a position specific EOC After Action Report(s) is/are prepared in consultation with the OSC and the Planning Section.
- Log off WebEOC and shut down laptop or PC.
- Clean workstation and organize paperwork and notebooks.
- Check out with direct report or next higher report if direct report is not available.
- Return EOC Credentials and check out with reception.

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.

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.
- Attend training as set forth by this position’s training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Conduct damage assessments.
- Conduct debris management.

- Maintain situational awareness of supporting agencies
- Respond to mission/support requests when received.
- Provide information to and assist the Branch Director as needed.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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ESF-12 ENERGY & UTILITIES GROUP SUPERVISOR

REPORTS TO:

- Infrastructure Branch Director

POSITIONS REPORTING TO THE ESF-12 ENERGY & UTILITIES GROUP SUPERVISOR:

- None

POSITION COORDINATOR:

- ESF-12 Primary Coordinator

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

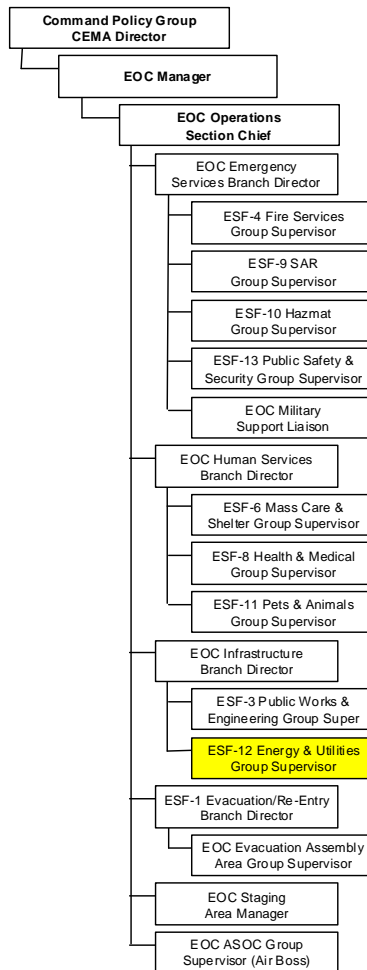
TRAINING REQUIREMENTS:

- 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.
- Recommend IS-812.

GENERAL RESPONSIBILITIES:

This position, a member of the Infrastructure Branch of the Operations Section, facilitates coordinates the rapid mobilization of resources to provide support to local agencies during potential or actual incidents affecting energy and utility services; and serves as the Direct Report for all supporting agencies during the response. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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.
- Attend training as set forth by this position’s training requirements and personal training goals.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Branch Director regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.
- Request additional resources if needed using established ordering procedures.

OPERATIONAL PHASE:

- Maintain status of available support agencies and resource capabilities.
- Determine critical energy supply needs of priority populations and facilities.
- Obtain, maintain, assess, and provide information on energy system damage, as well as

- estimated repair and restoration time.
- Coordinate repair and maintenance operations until restoration of all services.
- Manage resources located in staging areas.
- Plan for and coordinate relief resources to replace or rotate with committed resources for extended operations.
- Require supporting agencies to maintain appropriate records of expenditures and document resources utilized during the entire event (through recovery).
- Maintain an inventory of equipment reported lost or damaged.
- Document and report all equipment accidents and personnel injuries.
- Maintain adequate resources to support local operations and plan for a reduction of resources.
- Channel information for public release through EOC PIO. This may include coordinating public service announcements on energy conservation, mitigation impacts, and restoration forecasts.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.
- Provide guidance, direction, and general support to field personnel as required.
- Supervise evacuation operations.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Implement the County Evacuation Plan. See EOP Annex B (Evacuation)
- Request/activate additional resources/personnel, as needed using established ordering and activation procedures.
- Determine the need for creating an evacuation unit, making those assignments as staff are recalled.
- Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Inform Operations Chief regarding available resources and status.
- Project ahead, anticipate situations and problems before they occur; based on the existing and forecast situation, determine future requirements.

OPERATIONAL PHASE:

- Execute the County Evacuation Plan. See EOP Annex B (Evacuation)

- In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect evacuation operations.
- Confirm geographic boundaries of evacuations (area or general evacuation).
- Ensure incident facilities are established and staffed to coordinate/support incoming operational resources and accommodate persons to be evacuated.
 - o Assembly Area(s)
 - o Staging Area(s)
 - o Temporary Shelters
 - o Host/destination community(s) and shelter locations
- Monitor status of any warnings and the evacuation process.
- Maintain situational awareness of supporting agencies.
- Provide information to and assist the Operations Chief as needed.

Operational Period Objectives Meeting:

- Attend Briefing as directed.

Command and General Staff Briefing:

- Attend Briefing as directed.
- Receive direction from the OSC.
- Clarify Evacuation Objectives & Priorities with OSC.
- Clarify organizational issues.
- Identify any limitations & restrictions.
- Recommend to OSC Operational Focus and direction.
- Discuss interagency issues.
- Assist OSC prepare for Tactics Meeting.
 - o Brief OSC on current operations.
 - o Develop/maintain work/current status boards/maps.
 - o Recommend strategies.
 - o Provide information for the ICS-215 as needed.
 - o Identify current and future resource needs.
 - o Identify possible contingencies.
 - o Develop/maintain Evacuation Organizational Chart(s).

Tactics Meeting:

- Attend meeting as directed.

Planning Meeting and IAP Development:

- Assist OSC prepare for meeting.
- Provide information for the ICS-215.
- Continue to update work progress.
- Brief OSC on planned strategy using ICS-215, maps, charts, etc.
- Identify evacuation span of control requirements.
- Identify resource needs & reporting locations.
- Identify any contingencies as needed.
- Identify organizational requirements.
- Provide information for the Incident Action Plan (ICS-204).
- Ensure ICS-201 tasking are clear.

- Communicate incident status changes.
- Develop Evacuation Portion of the Incident Action Plan
 - Discuss incident situation within immediate subordinates and obtain control actions planned for subsequent operational period.
 - Review control operations based on information provided by the Planning Section relating to:
 - Resource Availability.
 - Situation Status.
 - Weather.
 - Communications Capability.
 - Make resource assignments in conjunction with the resources unit.
- Attend meeting(s) as directed.

Operations Briefing:

- Attend briefing.
- Brief Personnel on specific assignments.
- Ensure support to current operations is in place.
- Deploy operating period resources.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Initiate recommendations for release of resources.
 - Review list of potential resources to be released with OSC.
 - Evaluate the adequacy of operations by reviewing:
 - Latest situation status information.
 - Latest incident predictions of disaster emergency effects.
 - Reports from field personnel.
 - Estimate current and future resource requirements.
 - Submit list of resource requirements to Resource Unit.

- Present recommendations to the OSC with supporting information.
- ❑ Receive authorization from OSC to demobilize position(s) 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 the OSC or the Planning Section as required.
- ❑ Ensure After Action Report(s) is/are prepared in consultation with the OSC and the Planning Section.
- ❑ Log off WebEOC and shut down laptop or PC.
- ❑ Clean workstation and organize paperwork and notebooks.
- ❑ 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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EVACUATION ASSEMBLY AREA GROUP SUPERVISOR

REPORTS TO:

- Evacuation/Re-Entry Branch Director

POSITIONS REPORTING TO THE EAA GROUP SUPERVISOR:

- EAA STAFF

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

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

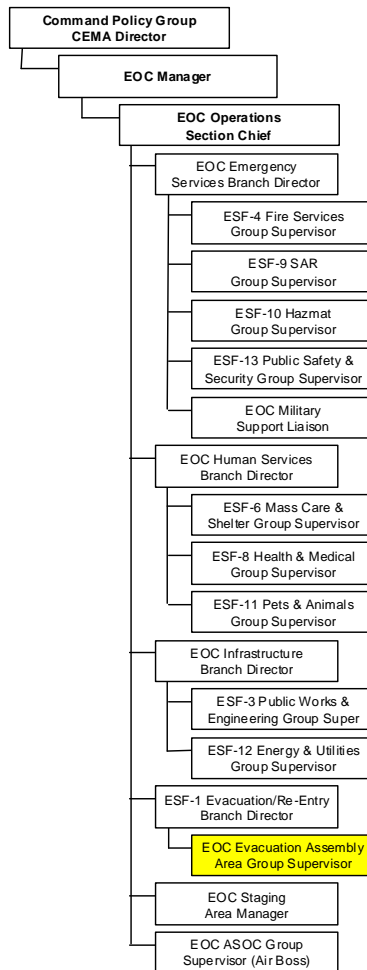
TRAINING REQUIREMENTS:

- 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 Evacuation Group of the Operations Section facilitates operational support at the EAA during a mandatory evacuation of Chatham County, coordinates all resources supporting evacuation operations at the EAA, and serves as the EOC’s primary POC at the EAA during evacuations. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.
- Other duties as directed by the Evacuation Group Supervisor and/or OSC.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.

OPERATIONAL PHASE:

- Coordinate EAA operations as outlined in the Chatham County EOP, Annex B (Evacuation), Tab A, (Evacuation Assembly Area Operations).

Organizing the Branch:

- Recommend/coordinate EAA staffing requirements with the Evacuation Group Supervisor and/or OSC.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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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- Ensure inter-agency coordination is accomplished effectively.
- Ensure risk management principles and procedures are applied to all activities.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Locate and travel to designated staging area site.
- Determine factors for suitability of staging area.
 - Determine staging area needs
 - Document original condition of selected site
- Organize staging area operations.
- Coordinate with Logistics Section.
- Coordinate with Finance/Administration Section.
- Coordinate with Safety Officer.

OPERATIONAL PHASE:

- Coordinate with OSC.
- Check in resources upon arrival.
- Provide briefing to incoming resources to cover:
 - Staging area rules
 - Restricted areas

- Procedures for staging, dispatching, check-out and status change
- Refueling procedures
- Rotation of assigned resources for feeding, personal needs, etc.
- Established crew stand-by areas
- Other information as required
- Establish a resource tracking system.
- Establish a resource dispatch system.
- Establish vehicle traffic patterns and assign parking.
- Establish a Staging Area Information Center.
 - Establish status/message boards, maps, and other charts/operational graphics as needed.
- Maintain control over resources.
- Order supplies and services as needed.
- Establish/maintain communications.
- Establish/maintain security.
- Determine special hazardous material considerations.
- Coordinate for vehicle/equipment maintenance.
- Coordinate for personnel services.
- Submit daily equipment and crew reports as required.

Shift Change and Transfer of Responsibility:

- Prepare and submit a position Strep 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.
- Notify staged resources.
- Rehabilitate staging area to pre-incident condition.
- Arrange for final inspection of site with property owner.
- Coordinate with Logistics Section.
- 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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ASOC GROUP SUPERVISOR (AIR BOSS)

REPORTS TO:

- Operations Section Chief

POSITIONS REPORTING TO THE ASOC

– AIR BOSS:

- ASOC Staff

POSITION COORDINATOR:

- CEMA EM Specialist – Operations

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

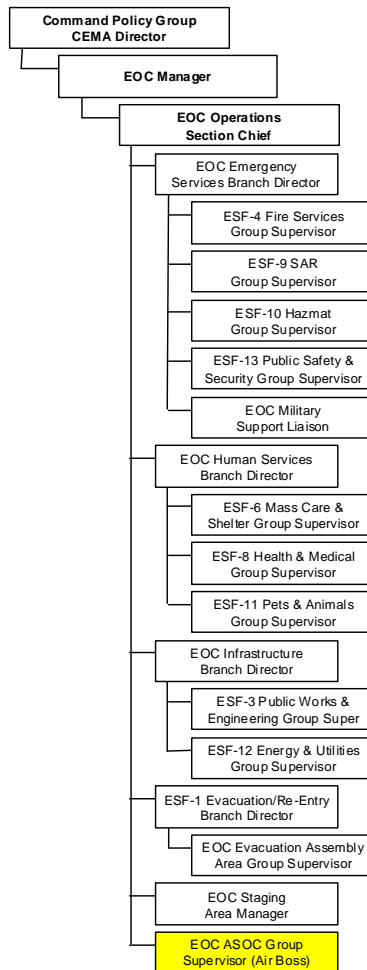
TRAINING REQUIREMENTS:

- 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 Operations Section, facilitates all incident aviation activities, coordinates all aviation support requests, and serves as the Direct Report for all aviation units supporting the incident. Specific duties include:

- Immediately notify the direct report of significant emergencies 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.

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:
 - Messages received
 - Actions taken
 - Decisions
 - Requests: justification, documentation and completion
 - EOC personnel, time on duty, and assignments
 - Expenditures
- Confirm position specific priorities based on status report.
- Assist as required to develop an overall strategy.
- Support operational and functional meetings as required.
- Assess current level of local and regional air operations in the operational area.
- Direct incoming personnel to assigned workstations. Establish additional job/operational aids including status boards, maps, and other charts/operational graphics as needed.
- Ensure incoming personnel are briefed prior to assuming their duties; briefing should include at a minimum:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area(s).
 - Description of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Operational period work shift assignments.
- Make appropriate notifications when ASOC is fully operational.
- Project ahead, anticipate situations and problems before they occur; based on the

existing and forecast situation, determine future requirements.

- Request additional resources if needed through the Logistics Section using established ordering procedures.

OPERATIONAL PHASE:

- Organize Area Aviation Assets
- Assign Aviation Missions to support local "SAR" efforts.
- Determine and assign appropriate aircraft for the mission.
- Develop Air Space D-Confliction Plan
- Evaluate requests for non-tactical use of emergency aircraft assigned to the EOC.
- Communicate weather conditions.
- Manage aircraft/ground logistical support.
- Manage safety management system.
- Maintain communications with aviation assets.
- Pass critical status information to Operations Section Chief, Situation Unit and Resource Unit.
- Provide reports on air operations issues to the Operations Section Chief as required.
- Forward daily air operations costs to the Finance/Administration Section as required.
- Determine demobilization status of aviation resources in the operational area and advise the Operations Section Chief and Situation Unit.

Organizing the Branch:

- Monitor ASOC activities and request modifications/adjustments to the organization/staffing as needed.

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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