

**APPENDIX 3
EOC ACTIVATION,
NOTIFICATION AND STAFFING**

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EOC ACTIVATIONS

The OCH EOC is designated as the County's Primary EOC unless otherwise directed.

The Annex EOC is designated as the County's Alternate EOC and will be used by direction only.

Activation of the EOC will be determined through consult between the AD and Director.

In the event activation of the EOC is ordered, the in service DO will have primary responsibility to initiate appropriate notifications to the EOC Level 2 or Level 1 Activation Team(s) and additional EOC Support Staff as needed. Once notifications are initiated, the in service DO is responsible for preparing the EOC for activation and assumes responsibility as initial Operations Officer until directed otherwise.

In the event activation of the EOC is ordered, the AD will make notifications to CEMA Staff and the GEMA Area V Field Coordinator. The Director will make notifications to County Commissioners as required, the County Manager and appropriate County Department Heads.

During activations, all other CEMA staff will support the in-service DO until a formal EOC structure is in place or until directed otherwise.

EOC ACTIVATION CONTACTS (CALL OUT)

Call out of EOC Staff Representatives will be coordinated by the in-service DO using additional CEMA Staff as required. Identified EOC Positions and Emergency Support Functions will be activated and advised of the time to report to the EOC. The in-service DO shall ensure each activated representative is given the following information when contacted:

- Time of activation and length of time to support
- Brief summary of the event causing the activation
- Which EOC to report to and person reporting to
- Parking arrangements or other specialty information
- Reminder to bring "go-kit"
- Inquiry as to estimated time of arrival to the EOC

Backup and/or alternate personnel need to be identified for every EOC position to ensure availability and to allow for shift changes.

LEVEL 3 EOC ACTIVATION (EVENT MONITORING)

ENTITY	COMPLETED BY	NOTIFY	ACTIVATE
County Chairman	Director	X	
County Manager's Office	Director	X	
Command Policy Group	Director	X	
Emergency Management Liaisons	Assistant Director	X	
GEMA Area Coordinator	Assistant Director	X	
ESF Primary Coordinators	Assistant Director	X	
Facilities Maintenance	In-Service DO or CEMA Staff	X	
Chatham County ICS	In-Service DO or CEMA Staff	X	
EOC Phone Operators	In-Service DO or CEMA Staff		X

**LEVEL 2 EOC ACTIVATION TEAM (PARTIAL ACTIVATION)
SEE NEXT PAGE**

LEVEL 1 EOC ACTIVATION TEAM (FULL ACTIVATION)

ENTITY	COMPLETED BY	NOTIFY	ACTIVATE
County Chairman	Director	X	
County Manager's Office	Director	X	
Command Policy Group	Director	X	
CEMA and County PIO	Director	X	
Emergency Management Liaisons	Assistant Director	X	
GEMA Area Coordinator	Assistant Director	X	
ESF Primary Coordinators	Assistant Director	X	
Extension Services (OCH EOC Kitchen)	In-Service DO or CEMA Staff	X	
Mail Room (OCH EOC Media Location)	In-Service DO or CEMA Staff	X	
Parking Garage (OCH EOC Parking)	In-Service DO or CEMA Staff	X	
Savannah News Press (Annex EOC Parking)	In-Service DO or CEMA Staff	X	
Tax Commissioner's Office (Annex EOC)	In-Service DO or CEMA Staff	X	
All EOC Personnel as Required	In-Service DO or CEMA Staff		X

LEVEL 2 EOC ACTIVATION TEAM (PARTIAL ACTIVATION)

ENTITY	COMPLETED BY	NOTIFY	ACTIVATE
County Chairman	Director	X	
County Manager's Office	Director	X	
Command Policy Group	Director	X	
CEMA and County PIO	Director	X	
Emergency Management Liaisons	Assistant Director	X	
GEMA Area Coordinator	Assistant Director	X	
ESF Primary Coordinators	Assistant Director	X	
Extension Services (OCH EOC Kitchen)	In-Service DO or CEMA Staff	X	
Mail Room (OCH EOC Media Location)	In-Service DO or CEMA Staff	X	
Parking Garage (OCH EOC Parking)	In-Service DO or CEMA Staff	X	
Tax Commissioner's Office (Annex EOC)	In-Service DO or CEMA Staff	X	
Savannah News Press (Annex EOC Parking)	In-Service DO or CEMA Staff	X	
EOC Manager	In-Service DO or CEMA Staff		X
EOC Support Unit Leader	In-Service DO or CEMA Staff		X
EOC Maintenance Support	In-Service DO or CEMA Staff		X
EOC Security Support	In-Service DO or CEMA Staff		X
EOC Technology Specialist	In-Service DO or CEMA Staff		X
EOC Radio Specialist	In-Service DO or CEMA Staff		X
EOC Food Services Support	In-Service DO or CEMA Staff		X
EOC Public Information Liaison	In-Service DO or CEMA Staff		X
EOC Phone Operations Unit Leader	In-Service DO or CEMA Staff		X
EOC Phone Operators	In-Service DO or CEMA Staff		X
EOC Planning Section Chief	In-Service DO or CEMA Staff		X
EOC Documentation Unit Leader	In-Service DO or CEMA Staff		X
EOC General Recorders	In-Service DO or CEMA Staff		X
EOC Operations Section Chief	In-Service DO or CEMA Staff		X
ESF-3 Public Works Group Supervisor	In-Service DO or CEMA Staff		X
ESF-4 Fire Services Group Supervisor	In-Service DO or CEMA Staff		X
ESF-6 Mass Care Group Supervisor	In-Service DO or CEMA Staff		X
ESF-8 Health and Medical Group Supervisor	In-Service DO or CEMA Staff		X
ESF-13 Security Group Supervisor	In-Service DO or CEMA Staff		X
EOC Finance / Admin Section Chief	In-Service DO or CEMA Staff		X
EOC Time Unit Leader	In-Service DO or CEMA Staff		X
EOC Personnel Time Recorder	In-Service DO or CEMA Staff		X
EOC Administrative Support Unit Leader	In-Service DO or CEMA Staff		X
EOC Administrative and Clerical Assistants	In-Service DO or CEMA Staff		X
SR Amateur Radio	In-Service DO or CEMA Staff		X
SR Emergency Medical Service	In-Service DO or CEMA Staff		X
SR American Red Cross	In-Service DO or CEMA Staff		X
Additional Single Resources as Required	In-Service DO or CEMA Staff		X

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EOC STAFFING SCHEDULE

EOC SECTION	POSITION TITLE	POSITION COORDINATOR	TRAINED STAFF	EOC STAFFING		
				LEVEL 3	LEVEL 2	LEVEL 1
EOC Command	EOC Manager	CEMA Director	3	0-1	1	1
EOC Command	EOC Support Unit Leader	CEMA EM Specialist – EOC Readiness	3	0-1	1	1
EOC Command	EOC Maintenance Support	CEMA EM Specialist – EOC Readiness	3	0-1	1	1
EOC Command	EOC Security Support	CEMA EM Specialist – EOC Readiness	5	0-1	1	1
EOC Command	EOC Technology Specialist	CEMA EM Specialist – Information Technology	6	0-1	1	1
EOC Command	EOC Communications Specialist	CEMA EM Specialist – Information Technology	6	0-1	1	1
EOC Command	EOC Radio Specialist	CEMA EM Specialist – Information Technology	3	0-1	1	1
EOC Command	EOC EAS/LEIN Specialist	CEMA EM Specialist – Information Technology	3	0-1	0-1	1
EOC Command	EOC Liaison Officer	CEMA EM Specialist – Volunteer Coordinator	5	0-1	0-1	1
EOC Command	EOC Legal Liaison	CEMA Director	3	0-1	0-1	1
EOC Command	EOC Safety Officer	ESF-8 Primary Coordinator	4	0-1	0-1	1
EOC Command	EOC Public Information Liaison	CEMA EM Specialist – External Affairs	3	0-1	1	1
EOC Command	EOC Phone Operations Unit Leader	CEMA EM Specialist – Volunteer Coordinator	5	0-1	1	1
EOC Command	EOC Phone Operator	CEMA EM Specialist – Volunteer Coordinator	25	2-4	4-6	6-10
EOC Planning	EOC Planning Section Chief	CEMA EM Specialist – Planning	3	0-1	1	1
EOC Planning	EOC Situation Unit Leader	CEMA EM Specialist – Planning	3	0-1	0-1	1
EOC Planning	EOC Situation Recorder	CEMA EM Specialist – Volunteer Coordinator	5	0-1	0-2	1-2
EOC Planning	EOC Intelligence Collector	CEMA EM Specialist – Planning	5	0-1	0-2	1-2
EOC Planning	EOC Display Processor	CEMA EM Specialist – Volunteer Coordinator	5	0-1	1	1-2
EOC Planning	EOC Documentation Unit Leader	CEMA EM Specialist – Planning	3	0-1	1	1
EOC Planning	EOC Reproduction Specialist	CEMA EM Specialist – Volunteer Coordinator	5	0-1	1	1-2
EOC Planning	EOC Damage Assessment Coordinator	CEMA EM Specialist – Planning	5	0-1	0-1	1-2
EOC Planning	EOC GIS Analyst	CEMA EM Specialist – Information Technology	5	0-1	0-1	1-2

EOC STAFFING SCHEDULE

EOC SECTION	POSITION TITLE	POSITION COORDINATOR	TRAINED STAFF	EOC STAFFING		
				LEVEL 3	LEVEL 2	LEVEL 1
EOC Planning	EOC General Recorder	CEMA EM Specialist – Volunteer Coordinator	20	0-1	1-4	1-8
EOC Planning	EOC Demobilization Unit Leader	CEMA EM Specialist – Planning	3	0-1	0-1	1
EOC Planning	EOC Technical Specialist Unit Leader	CEMA EM Specialist – Planning	3	0-1	0-1	1
EOC Operations	EOC Operations Section Chief	CEMA Assistant Director	3	0-1	1	1
EOC Operations	EOC Deputy Operations Section Chief	CEMA EM Specialist – Operations	3	0-1	0-1	1
EOC Operations	EOC Emergency Services Branch Director	CEMA EM Specialist – Operations	5	0-1	0-1	1
EOC Operations	EOC ESF-4 Fire Group Supervisor	ESF-4 Primary Coordinator	6	0-1	1	1-2
EOC Operations	EOC ESF-9 SAR Group Supervisor	ESF-9 Primary Coordinator	6	0-1	0-1	1-2
EOC Operations	EOC ESF-10 Hazmat Group Supervisor	ESF-10 Primary Coordinator	6	0-1	0-1	1
EOC Operations	EOC ESF-13 Security Group Supervisor	ESF-13 Primary Coordinator	6	0-1	1-2	1-3
EOC Operations	EOC Military Support Liaison	CEMA EM Specialist – Operations	2	0-1	0-1	1
EOC Operations	EOC Human Services Branch Director	CEMA EM Specialist – Operations	5	0-1	0-1	1
EOC Operations	EOC ESF-6 Mass Care Group Supervisor	ESF-6 Primary Coordinator	5	0-1	1	1-2
EOC Operations	EOC ESF-8 Medical Group Supervisor	ESF-8 Primary Coordinator	5	0-1	1	1-2
EOC Operations	EOC ESF-11 Pets & Animals Group Supervisor	ESF-11 (Pets) Primary Coordinator	3	0-1	0-1	1
EOC Operations	EOC Infrastructure Branch Director	CEMA EM Specialist – Operations	5	0-1	0-1	1
EOC Operations	EOC ESF-3 Public Work Group Supervisor	ESF-3 Primary Coordinator	5	0-1	0-1	1-2
EOC Operations	EOC ESF-12 Energy Group Supervisor	ESF-12 Primary Coordinator	3	0-1	0-1	1-2
EOC Operations	EOC ESF-1 Evacuation/Re-Entry Branch Director	CEMA EM Specialist – Operations	5	0-1	0-1	1
EOC Operations	EOC Evacuation Assembly Area Group Supervisor	ESF-1 Primary Coordinator	5	0-1	0-1	1
EOC Operations	EOC Staging Manager	ESF-1 Primary Coordinator	10	0-1	0-1	1-2
EOC Operations	EOC ASOC Group Supervisor	CEMA EM Specialist – Operations	3	0-1	0-1	1
EOC Logistics	EOC Logistics Section Chief	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1

EOC STAFFING SCHEDULE

EOC SECTION	POSITION TITLE	POSITION COORDINATOR	TRAINED STAFF	EOC STAFFING		
				LEVEL 3	LEVEL 2	LEVEL 1
EOC Logistics	EOC Deputy Logistics Section Chief	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1
EOC Logistics	EOC Services Branch Director	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1
EOC Logistics	EOC ESF-2 Communications Unit Leader	ESF-2 Primary Coordinator	3	0-1	0-1	0-1
EOC Logistics	EOC ESF-8 Medical Unit Leader	ESF-8 Primary Coordinator	3	0-1	0-1	0-1
EOC Logistics	EOC ESF-11 Food Services Unit Leader	ESF-11 (Food) Primary Coordinator	3	0-1	0-1	0-1
EOC Logistics	EOC Support Branch Director	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1
EOC Logistics	EOC ESF-7 Resources Unit Leader	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1
EOC Logistics	EOC Supply Unit Leader	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1
EOC Logistics	EOC Facilities Unit Leader	CEMA EM Specialist – Logistics	3	0-1	0-1	0-1
EOC Logistics	EOC ESF-1 Ground Support Unit Leader	ESF-1 Primary Coordinator	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Finance/Administration Section Chief	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Time Unit Leader	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Personnel Time Recorder	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Equipment Time Recorder	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Compensation and Claims Unit Leader	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Compensation Injury Specialist	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Claims Specialist	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Administrative Support Unit Leader	CEMA EM Specialist – Volunteer Coordinator	5	0-1	1	1
EOC Fin/Admin	EOC Administrative and Clerical Assistants	CEMA EM Specialist – Volunteer Coordinator	10	0-1	1-3	1-5
EOC Fin/Admin	EOC Cost Unit Leader	CEMA EM Specialist – Finance	3	0-1	0-1	0-1
EOC Fin/Admin	EOC Procurement Unit Leader	CEMA EM Specialist – Finance	3	0-1	0-1	0-1

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