



CAMDEN COUNTY, MO
Emergency Management Agency
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Work in Progress
UNDER CONSTRUCTION

Camden County, MO
Emergency Management Agency
Emergency Operations Center
Position Checklist Booklet
2022

INTRODUCTION

The following position checklists are intended to provide guidance for the application of the National Incident Management System (NIMS) for an Emergency Operations Center (EOC)/field response to a disaster. Specific position checklists begin on the following pages.

JOB ASSIGNMENT

Receive assignment from your department, including:

1. Job assignment
2. Reporting location
3. Reporting time
4. Travel instructions
5. Any special communications instructions, e.g., phone numbers, travel frequency
6. Order and request numbers

CHECK-IN

Upon arrival at the EOC or incident; check in at designated Check-in location. Check-in may be found at:

1. EOC (EOC)
2. Incident Command Post (ICP)
3. Base or Camps
4. Staging Areas

INITIAL BRIEFING: Receive briefing from immediate supervisor.

WORK MATERIALS: Acquire work materials.

HEALTH & SAFETY: Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers.

SUPERVISION: Organize and brief subordinates, if in a supervisory role.

COMMUNICATION: Know the assigned telephone or cellular numbers and radio frequencies (if necessary) for your area of responsibility and ensure that communication equipment is operating properly. Use clear text and ICS terminology (no codes) in all radio communications.

DOCUMENTATION: Complete forms and reports required of the assigned position and send through the chain of command to the Documentation Unit.

DEMOBILIZATION: Respond to demobilization orders and brief subordinates regarding demobilization.

MANAGEMENT SECTION

Purpose

The Management Section directs the Camden County, MO Emergency Management Agency, coordinates the actions of the Emergency Operations Center (EOC) staff, establishes operational priorities, ensures development and implementation of strategies to meet the needs of the emergency, works with elected officials on issues related to emergency response and recovery, communicates with the media, coordinates response with outside agencies including federal and state resources, and ensures the safety of the responders. The Management Section staff must evaluate the potential economic, social, and environmental impacts of the disaster on its citizens while managing the response to the conditions within the county. Additionally, the Management Section must consider whether an emergency in a neighboring county could impact Camden County, or draw upon resources normally available to the county and/or its local jurisdictions.

EOC Management Section Organization

When fully staffed, the Management Section may include the positions shown in the organizational chart above. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Emergency Management Director.

Objectives

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with disasters. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaise with appropriate federal, state, and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

EOC Director Position Checklist

(Position filled by the Director, Deputy Director, or Designee of the Emergency Management Agency.)

- Review Common Responsibilities – All personnel.
- Determine the appropriate level of activation based on the situation as known.
 - Levels (similar to SEMA levels)
 - Level 4: Enhanced Monitoring** –Lowest EOC activation. Requires EMA staff in support functions only, with specified partner agencies providing additional support from their headquarters.
 - CERT meaning:** No deployment needed.
 - Level 3: Partial Activation** –Moderate EOC activation. Requires command staff and basic support functions, such as planning and logistics, and specified state agencies, depending on the threat.
 - CERT meaning:** Deployment possible. Have your CERT pack ready.
 - Level 2: Full Activation** –Full EOC activation. Requires command staff, full emergency support function staffing, county agencies, and state-level partners, and necessary additional technical expertise. Does not include FEMA staffing.
 - CERT meaning:** Deployment imminent, whether to the EOC or directly to the scene. Have your CERT pack loaded in your vehicle and standby for deployment orders.
 - Level 1: Full State/Federal Response** –Maximum EOC activation. Requires command staff, full staffing of all emergency support functions, county agencies, state-level partners, plus integration of FEMA personnel to coordinate federal resources and support.
 - CERT meaning:** Deployment imminent, whether to the EOC or directly to the scene. Have your CERT pack loaded in your vehicle and standby for deployment orders.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Establish the appropriate staffing level for the Camden County EOC and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between emergency response agencies.
- Respond immediately to the EOC site and determine operational status.
- Obtain briefing from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is posted and completed.
 - Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - Determine which Management Section positions are required and ensure they are filled as soon as possible.

- In coordination with the General Staff, set priorities for response efforts.
- Ensure that all agency actions are accomplished within the priorities established.
- Ensure that Inter-Agency coordination is accomplished effectively within the EOC.
- Ensure that communications with emergency response agencies are established and functioning.
- Confer with the General Staff to determine what representation is needed at the EOC from member jurisdictions, special districts, and other emergency response agencies.
- Assign a liaison officer to coordinate outside agency response to the EOC and assist in establishing an Interagency Coordination Group.
- Monitor General Staff activities to ensure that all appropriate actions are being taken.
- In coordination with the Public Information Officer (PIO), conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate
- Ensure Action Planning procedures are followed (refer to Planning Section, "Action Planning") and the meeting is facilitated appropriately by the Planning Section.
- Once the Action Plan (AP) is completed by the Planning Section, review, approve, and authorize its implementation.
- Conduct periodic briefings with the General Staff to ensure strategic objectives are current and appropriate.
- Conduct regular briefings for the Elected and Executive representatives and/or their designee.
- Formally issue Emergency Proclamation and coordinate with other agencies as appropriate.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Authorize deactivation of sections, branches, and units when they are no longer required.
- Notify the other activated EOCs, emergency response agencies, and other appropriate organizations of the planned deactivation time.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed before deactivation.
- Be prepared to provide input to the After Action Report (AAR).
- Deactivate the EOC at the designated time, as appropriate.
- Proclaim termination of the emergency and proceed with recovery operations.
- Maintain unit/activity log.

EOC Coordinator Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Assist the EOC Director with the overall facilitation and functioning of the Camden County EOC.
 - Mobilize appropriate personnel for the initial activation of the EOC.
 - Establish the appropriate staffing level for the Emergency Operations Center (EOC) and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required.
 - Respond immediately to EOC site and determine operational status
 - Obtain briefing from whatever sources are available.
 - Ensure that the EOC is properly set up and ready for operations.
 - Ensure that an EOC check-in procedure is established immediately.
 - Ensure that an EOC organization and staffing chart is posted and completed.
 - Ensure that Inter-Agency coordination is accomplished effectively within the EOC.
 - Ensure that communications with emergency response agencies are established and functioning.
- Serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with existing emergency plans and procedures.
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Provide assistance and information regarding section staffing to all General Staff.
- Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Confer with the General Staff to determine what representation is needed at the EOC from member jurisdictions, special districts, and other emergency response agencies.
- Monitor General Staff activities to ensure that all appropriate actions are being taken and provide procedural guidance as required.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Convene the Initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (refer to Planning/Intelligence Section, “Action Planning”) and the meeting is facilitated appropriately by the Planning/Intelligence Section.
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- Ensure that the Planning/Intelligence Section is continuously updating and executing the EOC Action Plan.

- Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to General Staff as required.
- Ensure that all notifications are made to emergency services and represent Camden County on any and all county conference calls or briefings, as necessary.
- Ensure that all communications with jurisdictional emergency response agencies have been established and are maintained.
- Assist the EOC Director, Public Information Officer, and Liaison in preparing for and conducting briefings with Management Staff, the Elected/Executives members, the media, and the general public.
- Assist the EOC Director and Liaison Officer in establishing and maintaining an Inter-agency Policy Group composed of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
- Authorize deactivation of sections, branches, and units when they are no longer required.
- Notify the other activated EOCs, emergency response agencies, and other appropriate organizations of the planned deactivation time.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Deactivate the EOC at the designated time, as appropriate.
- Maintain unit/activity log.
- Other duties as assigned.
- Provide assistance with shift change activity, as required.

Public Information Officer (PIO) Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Serve as the coordination point for all media releases for the Camden County EOC.
- Represent the Camden County EOC as the lead Public Information Officer (PIO).
- Ensure the public, within the affected area, receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
- Coordinate media releases with PIOs representing other affected emergency response agencies within the jurisdiction.
- Coordinate the provision of situation information on the county's website (camdenmo.org) and the EMA's website (emacamdenmo.org) and ensure that rumor control is provided with the same information throughout the event.
- Organize the format for press conferences in coordination with the EOC Director.
- Maintain a positive relationship with the media representatives.
- Supervise the Rumor Control function (IF ACTIVATED).
- Establish and manage the Joint Information Center (JIC), as necessary.
- Determine staffing requirements and make required personnel assignments for the JIC function as necessary.
- Obtain policy guidance from the EOC Director on media releases.
- Keep the EOC Director advised of all unusual requests for information and all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Status Unit and identify methods for obtaining and verifying significant information as it develops.
- Develop and publish a media briefing schedule, to include location, format, preparation, and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Center, as necessary, providing necessary space, materials, telephones, computers, and electrical power.
- Maintain up-to-date status boards and other references at the media information center.
- Provide adequate staff to answer questions from members of the media.
- Interact with other EOC sections, branches, and units to provide and obtain information relative to public information operations.
- Develop content for the state Emergency Alert System (EAS) releases. Monitor Emergency Alert System releases, as necessary.
- In coordination with other EOC sections, as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance to the public.

- At the request of the EOC Director, prepare media briefings for Elected/Executive representatives and/or their designees, other government officials, and provide assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- Provide sufficient staffing and telephones for call center operations to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, emergency information, and materials are translated and prepared for people with access and functional needs.
- Monitor broadcast media, using the information to develop follow-up news releases and rumor control.
- Ensure file copies are maintained of all information releases (for submission to the Planning Section).
- Provide copies of all releases to the EOC Director.
- Conduct shift-change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points of contact for follow-up stories.
- Maintain unit/activity log.

Rumor Control Unit Position Checklist

(Usually used in large-scale emergencies, otherwise the PIO performs this function.)

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide staffing for rumor control telephone banks.
- Establish a "Disaster Hotline" with an up-to-date recorded message.
- Supervise the Rumor Control Unit.
- Obtain "confirmed" disaster information.
- Operate a telephone bank for receiving incoming inquiries from the general public.
- Correct rumors by providing factual information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide updated information periodically.
- Refer inquiries from members of the media to the lead PIO or designated staff.
- Maintain unit/activity log.

Liaison Officer Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Oversee all liaison activities, including coordinating outside agency representatives assigned to the Camden County EOC and handling of requests from other EOCs for Camden County EOC agency representatives.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensure that position-specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan (AP) are provided to Agency Representatives upon check-in.
- In coordination with the Management Section, provide orientations for VIPs and other visitors to the EOC.
- Contact Agency Representatives already on-site, ensuring they:
 - Sign in to the EOC organization
 - Understand assigned functions
 - Know work locations
 - Review and understand Camden County EOC organization and floor plan
- Determine if additional agency representation is required from:
 - Other agencies
 - Schools
 - Volunteer organizations
 - Private organizations
 - Utilities not already represented
- Arrange and coordinate VIP tours with the PIO and the Elected/Executive members or their designees.
- Determine the status and resource needs and availability of other agencies.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.
- Request agency representatives maintain communications with their agencies and obtain Situation Status Reports regularly.
- Act as liaison with state or federal emergency response officials and appropriate county and/or county personnel.
- With the approval of the EOC Director, provide agency representatives from the Camden County EOC to other EOCs, as required and requested.
- Maintain a roster of agency representatives located at the EOC. The roster should include the assignment within the EOC (Section or Interagency Coordination Group). The roster should be distributed internally on a regular basis.
- Release agency representatives that are no longer required in the EOC when authorized by the EOC Director (be sure to get contact information from the representative before demobilization.)
- Maintain unit/activity log.

Legal Affairs Officer Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Facilitate requests for Local Emergency proclamations and requests for the State of Emergency to the Governor.
- Provide legal opinion on requests from management on actions that may have impacts on jurisdictional policy and authority by ordinances, statutes, and under state and federal laws (e.g., evacuations, quarantines, etc.)
- Check-in with the EOC Director and clarify any issues regarding authority and assignment, including the functions of others in the EOC organization.
- Review rules, regulations, and laws required for acquisition and/or control of critical resources within the County.
- Develop necessary ordinances and emergency orders to provide a legal basis for enforcing emergency actions or protective measures.
- Establish communications with other jurisdictional legal offices for support.
- Facilitate requests for support or information as requested.
- Review and/or prepare the templates for declarations and other actions.
- Provide appropriate proclamation status to the Planning Section.
- Keep the jurisdictional Executives and/or their designees informed and provide policy guidance and clarification for the EOC Management staff, as required.
- Maintain unit/activity log.

Safety Officer Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that all buildings and other facilities used in support of the Camden County EOC are in safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan (AP), notify the EOC Director of actions taken.
- Tour the entire EOC facility and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in liability - e.g., oversights, improper response actions, etc. Include these when writing the EOC Safety Plan.
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility and reduce their threats.
- Prepare and present safety briefings for the EOC Director and General Staff.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water potability, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- Maintain unit/activity log.

Security Officer Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide or coordinate/monitor 24-hour security for the Camden County EOC, as necessary.
- Control personnel access to the Camden County EOC in accordance with policies established by the EOC Director.
- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide Elected/Executive and VIP security as appropriate and required.
- Provide recommendations as appropriate to the EOC Director.
- Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.
- Maintain unit/activity log.

OPERATIONS SECTION

Purpose

The Operations Section supports all tactical emergency response assets, regardless of agency affiliation or type. The Operations Section orchestrates strategic support to all emergency response operations. The Operations Section implements the EOC Action Plan (AP) and facilitates the direction of and makes changes based on the needs of the emergency. The Operations Section staff must evaluate the potential economic, social and environmental impacts of the disaster on its citizens while managing the response to the conditions within the county. Additionally, the Operations Section staff must consider whether an emergency in a neighboring jurisdiction could impact Camden County or draw upon resources normally available to the county.

EOC Operations Section Organization

When fully staffed, the Operations Section may include the positions shown in the organizational chart above. The duties assigned to the unfilled position are the responsibility of the Operations Section Chief.

Objectives

The Operations Section carries out the objectives of the EOC AP and requests additional resources as needed. The Operations Section's primary responsibilities in a disaster/emergency are to:

- Provide coordination and support to field operations.
- Assist in the development of the Operations Section portion of the EOC AP.
- Request, coordinate, and manage resources needed to implement the Operations Section tactics as a part of the EOC AP development.
- Report situation status information through Department Operations Centers (DOCs), or if no DOC is activated, to the field directly.

Operations Section Chief Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure the Operations function is carried out including coordination of response for all operational functions assigned to the EOC.
- Ensure operational objectives and assignments identified in the EOC AP are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring its effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure the Planning Section is provided with Branch Status Reports on a regular schedule.
- Conduct periodic Operations briefings for the EOC Director, as required or requested.
- Provide overall supervision of the Operations Section.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with the Planning Section Chief to obtain a preliminary situation briefing.
- Determine the need for Mutual Aid.
- If Mutual Aid systems are activated, ensure that the appropriate Mutual Aid Coordinator or representative is located in the corresponding branch in operations.
- Obtain a current communications status briefing from Telecommunications in Logistics and ensure there is adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for response operations.
- Coordinate with the Liaison Officer regarding the need for agency representatives in the Operations Section.
- Establish radio or cell phone communications with Incident Commander(s) operating in the field, if no DOC is activated.
- Determine activation status of other EOCs around the jurisdiction and establish communication links with their Operations Sections.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section, meet with Section personnel to determine appropriate section objectives for the first operational period.

- Review responsibilities of branches in section to develop an Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure that all media contacts are referred to the PIO.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in EOC Action Planning meetings.
- Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current AP, are being addressed.
- Ensure that the branches coordinate all resource needs through the appropriate Mutual Aid Coordinators or the Logistics Section.
- Maintain unit/activity log.

Law Enforcement Branch Coordinator Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate law enforcement, traffic, evacuation movement, and security/access control operations.
- Supervise the Law Enforcement Branch.
- Coordinate all law enforcement activities with the other units of the Operations Section and with the Operations Section Chief on a regular basis.
- Assist with notification, alert, and warning of the public as necessary.
- Track law enforcement resources committed and resources that are still available for deployment and keep the Resources Unit apprised of status.
- Assist with coordination of the deceased with the Camden County Sheriff's Office/Camden County Medical Examiner's Office.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch per the EOC Organization Chart. If units are not activated those duties are the responsibility of the Branch Coordinator.
- Provide an initial law enforcement situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief.
- Maintain current status on Law Enforcement missions being conducted.
- Coordinate the need for voluntary or mandatory evacuations with the Operation Section Chief.
- Initiate animal control measures as necessary and coordinate with the Care and Shelter Branch.
- On a regular basis, complete and maintain the Law Enforcement Branch Status Report and provide it to the Operations Section Chief.
- Refer all contacts with the media to the PIO.
- Assist the Planning section with damage assessment in the disaster area.
- Maintain unit/activity log.

Law Enforcement Operations Unit Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Evaluate and process requests for Law Enforcement Mutual Aid Resources.
- Establish and maintain communication with the Law Enforcement Branch Directors in the field.
- Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of property, and then the environment).
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Law Enforcement Operations Unit.
- Establish and maintain radio or cell-phone communication with the Law Enforcement Branch Directors at the field level.
- Obtain regular status reports on the law enforcement situation from the Law Enforcement branch at the field level.
- Assess the impact of the disaster/event on the Camden County Sheriff's Office's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- Ensure that the assignment of the law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- If not addressed at the ICP, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid and resources, as requested.
- In coordination with Situation Status Unit, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate with the Fire Operations Branch to determine geographical boundaries of evacuations.
- Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population and/or animals.
- Assist in establishing camp facilities for law enforcement personnel, through the Logistics Section, if not addressed at the ICP.
- Reinforce the use of proper procedures for media contacts.
- Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- Maintain unit/activity log.

Animal Care Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate the provision of animal shelter with the Section Chief.
- Coordinate with the Care and Shelter Branch Coordinator on animal shelter locations adjacent to human shelters.
- Coordinate with veterinarians to prevent the spread of animal diseases during disasters.
- Coordinate and track mutual aid resources.
- Maintain contact with Camden County Sheriff's Office and ensure coordination and information exchange between agencies.
- Work with the Camden County Sheriff's Office on issues associated with livestock.
- Request support from neighboring animal control agencies, nongovernmental organization animal welfare groups, and large animal haulers for assistance in animal evacuation and shelter.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Collect preliminary situation information and the status of resources.
- Warn Branch Coordinator immediately when the emergency situation escalates or there is a critical situation occurring.
- After the disaster, coordinate the process of displaced animal reunification and or placement.
- Disassemble the temporary animal shelter, disinfect and store the equipment or return to original owners.
- Maintain unit/activity log.

Fire and Rescue Branch Coordinator Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate fire, hazardous materials, and search and rescue operations.
- Assist the Fire & Rescue Mutual Aid Coordinator in acquiring mutual aid resources, as necessary.
- Complete and maintain branch status reports for major incidents requiring or potentially requiring operational area, state, and federal response, and maintain the status of unassigned fire & rescue resources.
- Implement the objectives of the EOC Action Plan (AP) assigned to the Fire & Rescue Branch.
- Provide overall supervision of the Fire & Rescue Branch.
- Prepare and submit a preliminary branch status report as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire & Rescue Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
- Ensure that Branch and Unit position logs and other files are maintained.
- Maintain the current status of Fire & Rescue missions being conducted in your area of responsibility.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Branch Status Report.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Ensure that fire, hazardous material, and search and rescue resources are channeled through the mutual aid coordinators.
- Prepare objectives for the Fire & Rescue Branch for the subsequent operations period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Maintain unit/activity log.

Fire Operations Unit Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Evaluate and process requests for fire resources through Camden County.
- Establish and maintain communication with Fire Branch Directors in the field for incidents occurring in the County.
- Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, property, and then the environment).
- Monitor and track fire resources utilized during the event.
- Provide general support to field personnel, as required.
- Supervise the Fire Operations Unit.
- Establish and maintain radio or cell-phone communication with the Fire Branch Director at the field level.
- Obtain regular status reports on the fire situation from the Fire & Rescue Branch at the field level.
- Assess the impact of the disaster/event and the County Fire Districts' operational capabilities.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning Meeting.
- If the DOC is not activated, ensure that the assignment of fire resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- Evaluate and process all requests for fire mutual aid resources through the Fire & Rescue Mutual Aid Coordinator.
- If not addressed at the Incident Command Post (ICP), ensure that incident facilities are established (marshaling areas, staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- In coordination with Situation Status, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Assist in establishing camp facilities through the Logistics Section, if not addressed at the ICP or DOC.
- Reinforce the use of proper procedures for media contacts.
- Maintain unit/activity log.

Hazardous Materials Unit Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Determine the scope of hazardous materials incidents throughout the jurisdiction.
- Assist in mobilizing hazardous materials teams at the request of the Incident Commanders in the field.
- Provide hazardous materials support, as required to emergency response agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the Hazardous Materials Unit.
- Work closely with all Operations Section Branch Coordinators to determine the scope of hazardous materials incident response required.
- Coordinate with the Fire & Rescue Branch Coordinator to determine missions for hazmat teams based on established priorities.
- Mobilize and deploy available hazardous materials teams in a manner consistent with the HazMat Mutual Aid System established priorities.
- Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
- Work closely with the Resources Unit to determine the status and availability of the Cole County HazMat Response Team.
- Coordinate with the Public Works Branch to provide on-site assistance with hazmat operations at the request of Field Incident Commander (IC).
- Coordinate with the EMS Unit to determine medical facilities where victims of hazmat incidents can be transported following decontamination.
- Coordinate with the Coroner to provide on-site assistance for fatalities at hazmat scenes.
- Monitor and track the progress and status of each hazmat team.
- Ensure that HazMat Team Leaders report all significant events.
- Assist in establishing camp facilities for hazmat teams through the Logistics Section, if not addressed at the ICP.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.
- Maintain unit/activity log.

Public Works Branch Coordinator Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Survey all utility systems and restore systems that have been disrupted, including coordinating with utility service providers.
- Survey all public and private facilities, assessing the damage to such facilities and coordinating the repairs of damage to public facilities.
- Supervise the Public Works Branch.
- Based on the situation, activate the necessary units within the Public Works Branch per the EOC Organization Chart.
- Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary. If there is none, work through a Coordinator in the Inland REOC.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
- Maintain current status on all public works activities being conducted in your area of responsibility.
- Ensure that damage and safety assessments are being carried out for both public and private facilities and request mutual aid as required.
- Determine and document the status of transportation routes into and within the affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Chief and the Planning Section Chief with an overall summary of the Public Works Branch operations periodically during the operational period or as requested.
- Ensure that all Public Works Status Reports, as well as the initial damage estimates, are completed and maintained.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Prepare objectives for the Public Works Branch for the subsequent operations period, and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- Maintain unit/activity log.

Utilities Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Assess the status of utilities, and provide Utilities Status Reports as required.
- Coordinate restoration of damaged utilities with utility representatives.
- Supervise the Utilities Unit.
- Establish and maintain a position log and other necessary files.
- Establish and maintain communications utility service providers.
- Assess the extent of damage to utility systems in the County.
- Coordinate with the Liaison Officer to ensure that agency representatives from utility service providers are available to respond to the EOC.
- Ensure that all information on system outages are consolidated and provided to the Situation Status Unit in the Planning Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Public Works Branch Coordinator informed of the restoration status.
- Refer all contacts with the media to the Public Information Officer.
- Maintain unit/activity log.

Roads and Bridges Coordinator Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide road closure and traffic light outage information to the EOC.
- Coordinate with Fire and Law on road closures and openings.
- Ensure that current road closures and traffic signal outage information is displayed in the EOC.
- Participate in evacuation route planning.
- Coordinate transportation-related activities with other operations units.
- Coordinate with MSHP and MoDOT on the status of highways.
- Coordinate and track mutual aid resources.
- Maintain contact with DOCs and ensure coordination and information exchange between field responders and the EOC.
- Collect preliminary situation information on division activities, the emergency situation, and the status of resources.
- Based on the situation, staff the unit to perform the following functions:
 - Road closure coordination
 - DOC/field coordination
 - Evacuation coordination
- Brief the Branch Coordinator on the emergency situation:
 - Scope of the division's involvement in the incident
 - Personnel and resources committed, need for mutual aid
 - Current and potential threats to life and property
 - Recommend a course of action to mitigate immediate threats
 - Share current situation status and division activities that may impact another department's operations to ensure field activities are coordinated
 - Discuss strategies for dealing with potential problems
 - Identify critical issues, needs, and resources
 - Update the Action Plan (AP) and report back on previously assigned tasks
- Warn the Branch Coordinator immediately when the emergency situation escalates or there is a critical situation occurring.
- Assist with Action Planning:
 - Prepare objectives for the Branch Coordinator prior to the briefing/planning meetings
 - Brief unit on the EOC AP objectives and assign specific responsibilities
 - Provide a unit tactical plan to the Branch Coordinator
 - Coordinate critical emergency information within the unit and with other units in the branch.
- Assist with resource management by tracking resources used in the response, or sent/received as mutual aid and coordinate with the resources tracking unit.
- Provide periodic situation or status reports to the Branch Coordinator for updates on the overall situation.
- Ensure that unit position logs are maintained.
- Identify issues, resource needs, and shortfalls for the next operational period.
- Brief your replacement at shift change. Ensure that in-progress activities are identified and follow-up requirements are conveyed.
- Maintain unit/activity log.

Flood Management Unit Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Positions.
- Gather information about the status of rivers, levees and dams and provide information about flooding and levee status in the affected areas to the Operations Section Chief.
- Provide affected agencies with information and coordinate mutual aid requests for assistance/resources from agencies within the jurisdiction, including but not limited to, specialized personnel, equipment and transportation.
- Manage the process of tracking, requesting, and deploying flood control mutual aid resources.
- Provide status information and reports to the Planning/Intelligence Section for inclusion into the situation report.
- Maintain activity log for the flood control function. At a minimum, the log should record the following:
 - Conversations in which decisions were reached, instructions given or received, vital information exchanged
 - Requests filled, mission assignments from the Inland REOC and
 - Major events/activities
- Establish contact with the following agencies/jurisdictions:
 - DWR Flood Operations Center
- Request and obtain reports from flood control agencies within the affected area. This information should include:
 - Status of rain/stream gages ALERT
 - Status of levee patrols
 - Damage to levees/flood fight locations status and risk
 - Flooding occurring or imminent, areas of impact, estimated damages
 - Sump pump outages and causes of outage and when repairs will be complete and street flooding and risk of structure flooding
 - Status of storm drain systems
 - Status of all dams which could affect the area including: inflow, outflow and volume
 - Special resources required to accomplish flood fight and major problem identification
 - Projection of impending areas of concern
 - Established locations for staging and processing incoming support resources
- Consolidate all information on the Flood Control Status Report form. Provide information to the Planning Section.
- Determine the various flood control agencies capabilities to staff flood fight, and level of additional support needed.
- Assess resource capabilities within the jurisdiction and be prepared to respond to mutual aid resources requests.
- Coordinate requests for additional personnel or other support with other agencies and jurisdictions.
- Process requests for mutual aid to the Inland REOC, if resources within the jurisdiction are

inadequate.

- Participate in Action Planning sessions.
- Disseminate established flood control priorities to jurisdictions.
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Maintain unit/activity log.

Debris Management, Waste Management, and Recycling Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Assess and project debris types and quantities generated by the event.
- Identify preferred debris collection, storage, diversion, and disposal alternatives.
- Coordinate intra- departmental and intra- jurisdictional debris management efforts.
- Supervise the Debris Management Unit (DMU).
- Determine regulatory compliance needs.
- Based on the situation, activate the necessary units with the DMU per the DMU organization chart.
- Contact and coordinate with other County EOCs/DOCs, county departments and the Inland REOC to establish collection and disposal of debris with the mutual aid resources.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives prepare objectives for the DMU and provide them to the Public Works Branch prior to the first Action Planning meeting.
- Ensure that DMU position logs and other necessary files are maintained.
- Maintain current status on all debris management activities being conducted in your area of responsibility.
- Ensure that debris assessments are being carried out for both public and private facilities; request mutual aid as required.
- Ensure that regular residential refuse and recycling collection services are maintained to the extent possible. Identify areas where service is not possible and communicate to the EOC.
- Ensure the Camden County waste disposal and transfer facilities remain operational.
- Ensure that adequate public education efforts aimed at keeping Household Hazardous Waste (HHW) and source materials separated and segregated are executed.
- Secure debris removal services from franchised haulers and other services providers as required.
- Provide the Public Works Branch an overall summary of the DMU operations periodically during the operational period or as requested.
- Coordinate all contacts with the media with the Public Information Officer (PIO).
- Ensure that the temporary Debris Storage facilities are returned to their pre-event condition prior to the site closure
- Ensure that debris tonnage jurisdictional allocations are distributed accurately.
- Maintain unit/activity log.

Building Inspection Unit Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Coordinate mutual aid requests for engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival.
- Supervise the Building Inspection Unit.
- Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other branches/units as necessary.
- Coordinate with other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning Section.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate all requests for engineers and building inspectors from emergency response agencies. Communicate mutual aid resource needs.
- Keep the Public Works Branch Coordinator informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Maintain unit/activity log.

Medical/Health Branch Coordinator Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All personnel.
- Report to the County EOC check-in and obtain a briefing from the Operations Section Chief.
 - Magnitude and scope of the event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
 - Anticipated need for shelter(s), including location(s), the estimated number of displaced, duration, any special needs (e.g., special needs populations, etc.)
- Initiate and maintain a function log and record the following:
 - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Medical Branch, directions given, and actions taken.
 - Information to be shared with other EOC functions
 - Items that require follow-up
 - Information/data needed for recovery operations
 - Issues that involve potential liability
- Assign and brief Unit Leaders, as indicated.
- Participate in regular Section briefings and provide input to the EOC Action Plan (AP).
- Establish and maintain a communications link with Public Health DOC and establish a schedule for regular situation reports.
- Establish liaison with the following, as appropriate and necessary:
 - Incorporated cities regarding medical and health issues;
 - Medical and health providers; and
 - Medical society, if indicated.
- Coordinate with the other EOC Operations Section Branch Coordinators to provide assistance in the event that evacuation of a hospital or other medical facility is required.
- Compile regular situation reports from the Unit Leaders and advise EOC, DOCs, and other medical and health staff on objectives, strategies, and priorities, based on the initial EOC AP.
- Prepare Response Information Management System Medical/Health Report and submit to the Planning/Intelligence Section.
- If necessary, confer with the Logistics Section to obtain any non-personnel resources requested by field units or the EOC and DOCs, including vehicles to transport casualties and medical resources to healthcare facilities or locations, or to other areas as the situation demands.

- Request assistance from the EOC Personnel Unit to identify potential sources and to recruit any personnel requested by field units or the Department of Public Health (DPH) DOC.
- Confer with other EOC personnel, as necessary, to identify potential sources for any health or medical resources not available within Camden County County.
- Maintain liaison with the County Health Officer regarding the need for medical resources, including mutual aid.
- If necessary, or if requested by the County Health Officer, contact the Regional Disaster Medical/Health Coordinator to request mutual aid resources not available in the county/Operational Area.
- Respond to requests from the Regional Disaster Medical/Health Coordinator to provide medical/health-related mutual aid, as conditions permit.
- Coordinate medical and health system recovery activities within Camden County. Establish liaison with cities, special districts, and medical and health resources, as appropriate and necessary.
- Receive and process or refer, as appropriate, requests for non-emergency medical services-related personnel, supplies, and/or equipment to the EOC Logistics Section.
- Participate in regular Section briefings and provide input to EOC AP.
- Monitor response activities and identify any potential issues that require prompt attention.
- Obtain regular briefings from Unit Leaders on the status of activities and any potential needs or problems.
- Keep up to date on the situation and status of resources and maintain current status reports and displays.
- Maintain contact with the Public Health DOC and obtain regular briefings.
- Keep the Operations Section Chief advised of status and activities and on any problem areas.
- Review situation reports as they are received. Verify information where questions exist.
- Conduct periodic briefings for all Branch personnel.
- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow-up issues.
- Participate in post-emergency debriefing and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After Action Report (AAR).
- Maintain unit/activity log.

Emergency Medical Services Unit Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All personnel.
- Coordinates medical disaster activities within Camden County, including all cities and special districts, as well as unincorporated areas.
- Initiates and maintains a communications link with Hospital and Ambulance Zone Coordinators, establishes a schedule for receiving regular situation reports, and identifies any resource gaps.
- Coordinates with the other EOC Operations Section Branch Coordinators to provide assistance in the event that evacuation of a hospital or other medical facility is required.
- If necessary, confer with the EOC Logistics Section to obtain any non-personnel resources, including vehicles to transport casualties and medical resources to health care facilities, clinics or Hospital locations, or to other areas as the situation demands, including Casualty Staging Areas.
- As necessary, contact the Regional Disaster Medical/Health Coordinator to request mutual aid resources not available in the County/Operational Area.
- Responds to requests from the Regional Disaster Medical/Health Coordinator to provide medical/health-related mutual aid, as conditions permit.
- Provides Branch Coordinator with regular situation reports on status of Emergency Medical Services (EMS) personnel, vehicles, facilities and numbers of injured and dead.
- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Participate in post-emergency debriefings and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After Action Report (AAR).
- Maintain unit/activity log.

For more information on this position refer to the Camden County Health Department Public Health Emergency Plan (PHEP).

Public Health Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All personnel.
- Deploys and allocates public health personnel and material resources, in accordance with priorities established in the EOC Action Plan (AP).
- Implements surveillance measures to identify and track the emergence of new and/or infectious diseases related to the disaster.
- Recommends and implements public health and/or medical interventions to preserve and protect public health, including mass prophylaxis or treatment, if indicated.
- Coordinates the medical and health response to a terrorist attack involving chemical, biological, radiological, or nuclear agents.
- Determines the need for and implements quarantine, if warranted.
- Declares a Local Health Emergency, if indicated.
- Provides or arranges for nursing care in emergency shelters.
- Coordinates delivery of public health information with the County/Operational Area Public Information Officer (PIO) on preventative measures to be implemented by the public.
- Inspects and advises on general sanitation matters; usability of foodstuffs, water and other consumables; vector control measures; and the proper disposal of dead animals.
- Compiles regular situation reports on the status of public health, and submits regular status reports to the Branch Coordinator.
- Participate in post-emergency debriefings and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After Action Report (AAR).
- Maintain unit/activity log.

For more information on this position refer to the Camden County Health Department Public Health Emergency Plan (PHEP).

Environmental Health Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All personnel.
- Coordinates the deployment and allocation of environmental health resources engaged in response to the incident; assists the Fire Department and other responders with identifying hazardous substances and mitigating the effects of toxic chemical spills and/or emissions; ensures sanitation of food handling and mass feeding services in emergency facilities; and ensures general community sanitation measures, including potable water supplies, sewage disposal, waste disposal, vector control and garbage collection.
- Deploys and allocates environmental health personnel and material resources, in accordance with priorities established in the EOC Action Plan (AP).
- Responds to and assesses situations arising in Camden County.
- Responds to the scene of incidents involving hazardous materials and coordinates the evaluation of on-scene monitoring to detect harmful substances that could affect responders and the general public.
- Coordinates the clean-up and disposal of hazardous materials and consults on the proper disposal of hazardous wastes.
- Assists in identification, categorization, and analysis of unidentified substances, including input from the Department of Agriculture when indicated.
- Coordinates with Damage Assessment Teams on the inspection of damaged (but inspected and habitable) buildings in the presence of health hazards.
- Participate in post-emergency debriefings and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After Action Report (AAR).
- Maintain unit/activity log.

For more information on this position refer to the Camden County Health Department Public Health Emergency Plan (PHEP).

Mental Health Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All personnel.
- Coordinates mental health disaster response within Camden County, including all cities and special districts, as well as unincorporated areas, upon request.
- Compiles regular situation reports on the status of mental health facilities and identifies any resource gaps. Submits regular Situation Reports to the Branch Coordinator.
- Coordinates mental health-related activities among local public and private response agencies and groups, as well as with State and Federal agencies.
- Coordinates the procurement and allocation of mental health resources required to support disaster operations.
- Prepares a situation report on the status of the mental health disaster response and submits it to the Branch Coordinator.
- In conjunction with other Operations Section staff, arranges for Critical Incident Stress Management or other appropriate mental health interventions for groups of emergency responders, upon request.
- Participate in post-emergency debriefings and critique sessions.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Be prepared to provide input to the After Action Report (AAR).
- Maintain unit/activity log.

For more information on this position refer to the Camden County Health Department Public Health Emergency Plan (PHEP).

Care and Shelter Branch Chief Position Checklist

Read the entire position checklist before taking any action!

- Manage and assumes responsibilities of those functions assigned to the Care and Shelter Branch.
- Coordinates with the American Red Cross (ARC) on the overall management of mass care shelters, including the preparation of action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations.
- Coordinates with other Camden County and other County Operations Section counterparts to ensure support services are provided to shelters, including medical, public and behavioral health, security, fire/safety, and building inspection.
- Communicates care and shelter activities to the Operations Section Chief.
- Ensures coordination with the ARC to provide temporary shelter, food, clothing, medical care, and other essential life support needs for persons impacted by the disaster.
- Coordinate with the Liaison Officer to request an Agency Representative from the ARC and work with the Agency Representative to coordinate all shelter and congregate care activity.
- Provide the Operations Chief and Planning Chief with updates and/or reports as requested or appropriate.
- Prepare objectives for the Care and Shelter Branch for the subsequent operational period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Maintain unit/activity log.

***Can be filled by a Camden County CERT member.**

PLANNING SECTION

Purpose

The Planning Section is responsible for directing and managing the creation of a comprehensive situation status report, development of EOC Action Plans (APs) for each operational period, and maintenance of all documentation related to the emergency. The Planning Section staff must evaluate the potential economic, social and environmental impacts of the disaster, while managing response to the conditions within the County. Additionally, the Planning Section staff must consider whether an emergency in a neighboring jurisdiction could impact Camden County or draw upon resources normally available to the county.

EOC Planning Section Organization

The Planning Section Chief identifies whether full or partial staff is required to respond. When fully activated the section may include the positions shown in the organizational chart above. The duties assigned to the unfilled position are the responsibility of the Planning Section Chief.

Objectives

The Planning Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and damage assessment information.
- Display situation status information in the EOC using maps and visual aids.
- Conduct mapping and documentation operations.
- Disseminate summary situation status and damage assessment reports to other EOC sections, City EOCs, county departments and the Inland REOC.
- Determine the County's post-event condition and prepare a post-disaster recovery plan.
- Provide planning support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the County's EOC AP.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Camden County OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

Planning Section Chief Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that the responsibilities of the Planning Section are carried out, to include:
 - Ensure collecting, analyzing, and displaying of situation information
 - Preparing periodic Situation Reports
 - Preparing and distributing the EOC Action Plan (AP) and facilitating the Action Planning meeting
 - Conducting Advance Planning activities and reports
 - Providing technical support services to the various EOC sections and branches
 - Documenting and maintaining files on all EOC activities
- Establish the appropriate level of organization for the Planning Section.
- Ensure the early and continued coordination with the Planning Sections of other activated EOCs within the jurisdiction (i.e. special districts, city EOCs, etc.).
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning Section.
- In coordination with the other Section Chiefs, ensure that Branch Status Reports and situation Status Reports are used to develop the EOC AP.
- Supervise the Planning Section.
- Ensure that the Planning Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate within the section as needed and designate Unit Leaders for each element per the EOC Organization Chart.
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with all activated DOCs and within the jurisdiction and coordinate Situation Status Reports with their Planning Sections.
- Meet with Operations Section Chief and obtain and review any major incident reports.
- Review responsibilities of branches in section and develop plan for carrying out all responsibilities.
- Make a list of key issues to be addressed in the EOC AP process by consulting with Section Chiefs, including specific objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Ensure that the Situation Analysis Unit is maintaining current information for the Situation Status Report.
- Ensure major incidents reports and branch status reports are completed by the Operations Section and are accessible by the Planning Section.
- Ensure a Situation Status Report is produced and distributed to all EOC Sections at least once, prior to the end of the operational period.

- Ensure all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.
- Ensure the EOC AP is completed and distributed at the start of the next operational period.
- Work closely with each unit within the Planning Section to ensure the section objectives as defined in the current EOC AP are being addressed.
- Ensure the Advance Planning Unit develops and distributes a report that highlights forecasted events or conditions likely to occur beyond the forthcoming operational period (usually within the next 36-72 hours) particularly those situations which may influence the overall strategic objectives of the EOC.
- Ensure the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the EOC, as required.
- Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- Maintain unit/activity log.

Situation Status Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Oversee the collection, organization, and analysis of disaster situation information. This includes gathering data by contacting all activated EOCs in the jurisdiction.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that Situation Status Reports are developed for dissemination to EOC staff.
- Ensure that an EOC Action Plan (AP) is developed for each operational period, based on objectives developed by each EOC Section.
- Ensure that all maps, status boards, and other displays contain current and accurate information.
- Supervise Situation Analysis Unit.
- Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.
- Oversee the collection and analysis of all event or disaster related information.
- Oversee the preparation and electronic distribution of the Situation Status Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports on a regular basis.
- Meet with the Public Information Officer to determine the best method for providing them with up-to-date information.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure each section provides an update on their objectives at least 30 minutes prior to each Action Planning meeting. This includes those completed, and the status of those not completed, as well as new objectives to be added to the AP.
- Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper and the meeting room is set up with appropriate equipment and materials (easels, markers, Situation Status Reports, etc.).
- Following the meeting, ensure that the Documentation Unit publishes and distributes the AP at the beginning of the next operational period.
- Ensure that adequate staff is assigned to maintain all maps, status boards, and other displays.
- Maintain unit/activity log.

Action Planning Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Establish an EOC Action Planning meeting schedule for the operational period with the EOC Director and Planning Section Chief.
- Coordinate the calling of EOC Action Planning meetings and reminding Section Chiefs to bring summaries of their issues and needs, along with updates on the existing Action Plan (AP).
- Facilitate the EOC Action Planning Meeting.
- Complete and distribute the initial/updated EOC AP.
- Monitor the current Situation Report.
- Coordinate the EOC AP meeting with the EOC Director and Planning Section Chief.
- Remind all of the Section Chiefs and the EOC Director about ten minutes before the EOC AP meeting so they can prepare their concerns, needs, and updates to any action items on the existing EOC AP.
- Facilitate the EOC AP meeting by ensuring the following actions occur in the meeting:
 - o Provide a short briefing on situation and resource status.
 - o Set control objectives for the event - - -desired management outcomes.
 - o Plot control lines and division boundaries for the event.
 - o Specify tactics for each Section.
 - o Specify resources needed by each Section.
 - o Specify Operations facilities and reporting locations - -Plot on map.
 - o Place resource and personnel orders.
 - o Consider Communications, Medical and Traffic Plan requirements.
 - o Finalize, approve and implement EOC AP.
- Prepare a draft EAP and submit it to the EOC Director/Planning Section Chief for approval.
- Print and distribute the approved EOC AP as directed by the Planning Section Chief (Ensure that a copy is provided to all EOC positions).
- Maintain unit/activity log.

Resources Tracking Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Coordinate with city/county/state counterparts.
- Prepare Resources Tracking Unit objectives for the initial Action Planning meeting.
- Develop a system to track resources deployed for disaster response.
- Establish a reporting procedure for resources at specified locations.
- Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.
- Maintain a master list of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resources overview and summary information to the Situation Status Unit as requested and written status reports on resources allocations as requested by the Section Chiefs.
- Assist in strategy planning based on the evaluation of the resources allocation, resources in route and projected resources shortfalls.
- Ensure available resources are not overlooked by the Operations Section staff.
- Make recommendations to the Planning Section Chief of resources that are not deployed or should be deactivated.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure that adequate staff is assigned to maintain all maps, status boards, and other displays.
- Maintain unit/activity log.

Advance Planning Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available Status Reports, Action Plans, and other significant documents.
- Determine potential future impacts of the event or disaster particularly issues which might modify the overall strategic EOC objectives. This includes coordination of information with all activated jurisdictional EOCs.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
- Supervise the Advance Planning Unit.
- Monitor the current Situation Report to include recent updates.
- Meet individually with the General Staff and determine best estimates of the future direction of the event or disaster.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the forthcoming operational period. In coordination with the General Staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominantly to Recovery Operations.
- Maintain unit/activity log

Demobilization Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports. Ensure demobilization is coordinated in the activated jurisdictional DOCs as well as the Logistics Section as they will carry out the Demobilization Plan.
- Supervise personnel assigned to the Demobilization Unit.
- Monitor the current situation report to include recent updates.
- Meet individually with the EOC Director and General Staff to administer the section worksheets for the demobilization plan.
- Utilizing the worksheets, develop the Demobilization Plan and circulate to the EOC Director and General Staff for review.
- Formalize the Demobilization Plan for the EOC Director.
- Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, timesheets, and exit surveys in coordination with the Personnel Unit prior to leaving the EOC.
- Maintain unit/activity log.

Technical Specialists Unit Position Checklist
(Subject Matter Experts)

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide technical observations and recommendations to the EOC in specialized areas, as required.
- Ensure that qualified specialists are available in the areas required by the particular event or disaster.
- Supervise the Technical Services Unit.
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- Assign technical staff to assist the Logistics Section in interpreting specialized resources.
- Maintain unit/activity log.

LOGISTICS SECTION

Purpose

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, and mobilization of resources are available to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency conditions, will be the same as those used during normal operations unless authorized by the Director of Emergency Services. The difference is the coordination will be from the EOC.

EOC Logistics Section Organization

When fully activated the section may include the positions shown in the organizational chart above. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Logistics Section Chief.

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections, except mutual aid resources requested through law enforcement and fire mutual aid channels, will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the County's logistical support needs and plan for both immediate and long term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use for SEMA and FEMA filing requirements.

Logistics Section Chief Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure the logistics function is carried out in support of the EOC (EOC). This function includes providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services as well as arranging for food, lodging, and other support services to the EOC and its supporting facilities.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives, as stated in the EOC Action Plan (AP) are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated EOCs within the jurisdiction.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate Branches/Units within the Section as needed and designate Branch and Unit Leaders for each element per the EOC Organization Chart.
- Mobilize sufficient Section staffing for 24-hour operations.
- Establish communications with Logistics Sections in activated DOCs within the jurisdiction.
- Advise Logistics Section Branches and Units to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from activated DOCs within the jurisdiction. This should be done prior to acting on the request.
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance Section Chief and determine the level of purchasing authority for the Logistics Section.
- Assist Branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the AP.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur, especially regarding the acquisition, movement, and deployment of resources.
- Meet regularly with Section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Maintain unit/activity log.

Information Technology (IT) Unit Position Checklist
Read the entire position checklist before taking any action!

- Provide desktop support services to EOC.
- Ensure all desktop and printer hardware is fully functional, coordinating with hardware vendors where necessary to obtain in-warranty support.
- Install desktop hardware.
- Ensure latest software is ready, available and installed on all supported desktops.
- Ensure available laptops have the latest security updates and software versions installed.
- Provide desktop support and troubleshooting activities as necessary in EOC.
- Keep team members informed of developments and briefed at shift changes.
- Monitor and maintain Anti-Virus service to assure client servers and desktops are protected from virus, spyware/grayware.
- Monitor and maintain shared file and print servers to assure file and print services are available.
- Monitor and maintain backup service to assure servers and files are being backed up and recoverable.
- Maintain adequate documentation of systems and services supporting EOC activations.
- Ensure that all requests for facility support are addressed.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Telecommunications Unit Position Checklist
(Telephones, Network, Internet, Email)

Read the entire position checklist before taking any action!

- Ensure that all necessary voice and data communications lines remain operational.
- Monitor and maintain network devices to assure local area network connectivity and Internet access
- Monitor and maintain servers to assure network authentication services are available.
- Monitor and maintain Email servers to assure email service is available.
- Monitor and maintain telephone service support for end-users.
- Maintain adequate documentation of systems and services supporting EOC activations.
- Attend any necessary EOC Operations training as recommended from EOC staff.
- Ensure that all user requests and/or service incidents are maintained
- Keep EOC personnel informed of the status of communications systems.
- Review and update procedures for supported systems as needed or as requested by EOC staff.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

***Can be filled by a Camden County CERT member.**

Emergency Communications Unit Position Checklist
(Amateur Radio Emergency Service-ARES)

Read the entire position checklist before taking any action!

- Ensure that all necessary amateur radio communications lines remain operational.
- Monitor and maintain equipment to ensure reliable emergency communications.
- Maintain adequate documentation of systems and services supporting EOC activations.
- Attend any necessary EOC Operations training as recommended from EOC staff.
- Ensure that all user requests and/or service incidents are maintained
- Keep EOC personnel informed of the status of communications systems.
- Review and update procedures for supported systems as needed or as requested by EOC staff.
- Perform after-action reports and submit reports to designated EOC contact.
- Keep the Logistics Section Chief informed of significant issues affecting the Em Comm Unit.
- Maintain unit/activity log.

***Can be filled by a Camden County CERT member who has an amateur radio license.**

Facilities Branch Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Branch.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference which depicts the location of each facility, a general description of furnishings, supplies, and equipment at the site, hours of operation, and the name and phone number of the Facility Manager.
- As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Logistics Section Chief informed of significant issues affecting the Facilities Branch.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

***Can be filled by a Camden County CERT member.**

Procurement Branch Position Checklist

Read the entire position checklist before taking any action!

- Review Common responsibilities – All Personnel.
- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate delivery of supplies and material as required through the Logistics section.
- Supervise the Procurement Branch.
- Determine procurement spending limits. Obtain a list of pre-designated emergency purchase orders as required in coordination with the Finance Section, Fiscal Unit.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status. For example:
 - o resources readily available
 - o resource requests
 - o status of shipments
 - o priority resource requirements
 - o shortfalls
- Determine if the procurement item can be provided without cost from another jurisdiction or organization within the jurisdiction.
- Determine unit costs of supplies and material, from suppliers and vendors, and if they will accept purchase orders as payment prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance Section before the order can be completed.
- Keep the Finance Section Chief informed of significant issues affecting the Procurement Branch.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Feeding Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Determine feeding requirements for the EOC and supporting facilities.
- Complete menu planning including determining the required catering options and food distribution facilities.
- Provide water and general maintenance of the food service areas.
- In conditions wherein food preparation is conducted relative to the response scenario, direct food preparation including serving.
- Determine location of working assignment of catering and service staff at the EOC and supporting facilities.
- Determine method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities.
- Set up food unit equipment.
- Prepare menus to ensure personnel of well-balanced meals, appropriate snacks and an adequate supply of drinks available.
- Ensure that sufficient water is available to meet all personnel needs.
- Ensure that all appropriate health and safety measures are taken.
- Supervise all food unit personnel.
- Keep inventory of food on hand, and check in food orders.
- Provide Procurement Branch with food supply orders.
- Keep the Logistics Section Chief informed of significant issues affecting the Food Unit.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Personnel Branch Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Provide personnel resources as requested in support of the EOC, DOC and Field Operations.
- Identify, recruit, track and register volunteers as required.
- Develop an EOC organization chart.
- Supervise the Personnel Branch.
- In coordination with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, reporting location, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Coordinate with the Liaison Officer and Security Officer to ensure access and proper direction for responding personnel upon arrival at the EOC.
- To minimize redundancy, coordinate all requests for personnel resources from the field level, or from activated DOCs within the jurisdiction, through the EOC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire a mental health specialist as needed.
- Arrange for childcare, eldercare, and pet care services for EOC personnel as required.
- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Branch.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

***Can be filled by a Camden County CERT member when managing CERTs only.**

Transportation Branch Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Coordinate with Fire, Law, and Road & Bridge on road closures and traffic light outage information to the EOC.
- Ensure that current road closures and traffic signal outage information is displayed in the EOC.
- Participate in evacuation route planning, transportation routes and resources to support operations.
- Coordinate transportation related resource needs with other operations units to include heavy equipment resources.
- Coordinate with the Missouri State Highway Patrol and MoDOT for highway status.
- Based on the situation, staff the branch to perform the following functions:
 - Road closure and traffic light outage coordination
 - DOC/field coordination
 - Light and heavy equipment transportation resources
- Warn the Branch Chief immediately when the emergency situation escalates or there is a critical situation occurring.
- Coordinate transportation resources to support evacuation.
- Assist with resource management by tracking transportation resources used in the response, or sent/received as mutual aid.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

FINANCE/ADMINISTRATION SECTION

Purpose

The Finance Section is responsible to organize and operate the finance and administration actions for the EOC; arrange for emergency purchasing and financing of resources and services; participate in development and implementation of the EOC Action Plan; and activate and supervise the Finance Section staff.

EOC Finance/Administration Organization

When fully activated the section may include the positions shown in the organizational chart above. If staffing is not available for each position, the duties assigned to the unfilled position are the responsibility of the Finance Section Chief.

Objectives

To carry out its responsibilities, the Finance Section will accomplish the following objectives during a disaster:

- Determine the extent to which the County's computer systems are accessible and/or usable.
- Determine if the County's bank can continue handling financial transactions.
- Maintain to the extent possible the financial continuity of the County (payroll, payments and revenue collection).
- Disseminate information about the disaster accounting process to other sections and departments as necessary.
- Upon declaration of a disaster by the State and/or federal governments, coordinate with disaster agencies to initiate the recovery of county costs.
- Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency both for cost recovery purposes and to insure prompt vendor payments.
- Coordinate with disaster assistance agencies and the impacted county departments for the required inspections, documentation, audits and other necessary work in order to recover costs.

Finance/Administration Section Chief Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for each person staffing the EOC.
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staff, who are assigned within the jurisdiction.
- Ensure that there is a continuum of the payroll process for all County employees responding to the event or disaster.
- Determine purchase order limits for the procurement function.
- Ensure that workers' compensation claims, resulting from the response to the event or disaster by employees, are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to the EOC Sections as required, in coordination with the Personnel Unit.
- Activate units within the Finance Section as required and monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to FEMA and SEMA.
- Supervise the Finance Section.
- Ensure that the Finance Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within the Section as needed and designate unit leaders for each element per the EOC Organization Chart.
- Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- Ensure there is coordination with all activated DOCs for the purpose of gathering and consolidating response cost estimates and other related information.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures. Determine the level of purchasing authority.
- In coordination with Unit Leaders, determine the initial Action Planning objectives operational periods.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur. If there is any indication that the jurisdiction can no longer support the costs of the response and/or recovery, the EOC Director needs to be informed immediately.
- Ensure that Finance position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance Section are current and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Keep the EOC Director, General Staff, and individual County departments aware of the current fiscal situation and other related matters, on an on-going basis.

- Ensure the Cost Recovery Unit maintains all financial records throughout the event or disaster.
- Ensure the Time Keeping Unit tracks and records all agency staff time.
- Ensure departments are coding their time correctly in accordance with the specific SOPs for disaster cost tracking.
- Ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit processes all workers' compensation claims resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- Ensure that the Time Keeping Unit processes all time sheets and travel/expense claims promptly through the county budget and payroll office.
- Ensure that the Finance Section provides administrative support to other EOC Sections as required.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Cost Recovery Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Collect and maintain documentation of all disaster information for reimbursement from FEMA and SEMA.
- Coordinate all fiscal recovery with responding disaster assistance agencies.
- Prepare and maintain a cumulative cost report for the event or disaster. Be sure to provide this at least once a shift to the Situation Status Unit.
- Supervise the Cost Recovery Unit and ALL recovery operations.
- In coordination with the finance office, compute costs for use of equipment and facilities owned, rented, donated, or obtained through mutual aid.
- Obtain information from the Resources Unit regarding equipment use times.
- Ensure that each section is documenting cost recovery information from the onset of the event or disaster or collect required cost recovery documentation daily, at the end of each shift.
- Meet with the Documentation Unit in Planning and review EOC position logs, journals, all Status Reports, and Action Plans to determine additional cost recovery items that may have been overlooked.
- Act as the liaison for the jurisdiction with the disaster assistance agencies, to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- Prepare and maintain a cost report for the Finance Chief, EOC Director, and Elected/Executive representatives. The report should provide cumulative analyses, summaries, and total expenditures for the jurisdiction (for information purposes).
- Organize and prepare records for final audit.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Fiscal Unit Position Checklist

Read the entire position checklist before taking any action!

- Coordinate vendor contracts, not previously addressed by existing approved vendor lists.
- With the Procurement Unit in Logistics on all matters involving the need to exceed established purchase order limits.
- Supervise the Fiscal Unit.
- Establish and maintain position logs and other necessary files.
- Review and be familiar with the emergency purchasing procedures.
- Prepare and sign contracts as needed and obtain concurrence from the Finance/Administration Section Chief, per existing policy and procedures.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required.
- Warn vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters. There are both State and Federal penalties for price gouging during disasters.
- Finalize all agreements and contracts, as required.
- Complete final processing and send documents to the Finance Department for payment.
- Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure the purchase orders are completed in a timely manner.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Fiscal Unit.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Compensation and Claims Unit Position Checklist
Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Oversee the investigation of injuries and property/equipment damage claims involving the jurisdiction and arising out of the event or disaster.
- Complete all forms required by Workers' Compensation program and the jurisdiction.
- Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
- Supervise the Compensation and Claims Unit.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame, consistent with existing Policy and Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance Chief informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Cost Recovery Unit.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

Documentation Unit Position Checklist

Read the entire position checklist before taking any action!

- Review Common Responsibilities – All Personnel.
- Collect, organize and file all completed event or disaster related forms, to include: all EOC Position Logs, Situation Status Reports, EOC Action Plans (APs), and any other related information, just prior to the end of each operational period.
- Provide documentation copy services to EOC staff.
- Distribute the EOC Situation Status Reports, EOC AP, and other documents, as required.
- Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the event or disaster.
- Assist the EOC Coordinator in the preparation and distribution of the After Action Report.
- Supervise the Documentation Unit.
- Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records.
- Meet with the Planning Section Chief to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of the County EOC staffing to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Copy and distribute the Situation Status Reports and APs either manually or electronically.
- Keep extra copies of reports and plans available for special distribution, as required.
- Set up and maintain document reproduction services for the EOC.
- Perform after-action reports for the incident and submit reports to designated EOC contact.
- Maintain unit/activity log.

***Can be filled by a Camden County CERT member.**