

EOC Team Member Responsibilities

The following are detailed lists of responsibilities for the EOC Team members.

EOC Manager

Reports to: Mayor and Council (Executive)

The EOC Manager's primary responsibility is to coordinate the efficient response in an emergency. Responsibilities include:

1. Activating the EOC if required.
2. Initiating the EOC fan-out/notification list.
3. Ensuring EOC positions are staffed as required.
4. Ensuring an up-to-date contact list is maintained for fan out purposes.
5. Ensuring information sharing meetings take place.
6. Reporting major incidents to PEI Emergency Measures Organization (PEI EMO).
7. Ensuring the development of an EOC Action Plan.
8. Ensuring the EOC Team take prompt and effective action in response to problems.
9. Ensuring personal logs are maintained by all the EOC Team.
10. Requesting expert assistance as required.
11. Advising council if there is a need to evacuate a specific area.
12. Coordinating evacuation with the EOC Team.
13. Consulting with the Social Services representative on the selection and opening of Reception Centre(s).
14. Monitoring the capacity of the area resources and if overextended, requesting assistance through mutual aid and PEI EMO, upon approval from council.
15. Informing the EOC Team of issues as they arise.
16. Ensuring communications are established with the Incident Commander at the site (if applicable).
17. Ensuring a thorough situation briefing is conducted during shift changes.
18. Ensuring replacement is thoroughly briefed during shift changes.
19. Ensuring that a main event log is maintained.
20. Maintaining a personal log of all actions taken.
21. Other duties as required.

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Finance and Administration Section Chief (CAO)

Reports to: EOC Manager

The Finance and Administration Section concerns itself with the financial aspects of an emergency including capturing the costs of dealing with an incident, procuring items, dealing with claims and compensation, and recording the work hours of EOC Team. It is recommended that the CAO holds this position. Responsibilities of the Finance and Administration Section Chief include:

1. Ensuring EOC participants sign in and out of the EOC.
2. Developing a plan for capturing costs dealing with the incident.
3. Briefing EOC Team during Information Sharing Meetings on matters of importance.
4. Working to support the EOC Action Plan and/or fulfill direction given by the EOC Manager.
5. Obtaining EOC Team sign in/sign out times during deactivation
6. Assisting with Disaster Financial Assistance Arrangements (DFAA) claims, as required, during the recovery phase.
7. Maintaining a Personal Log of all actions taken.
8. Ensuring the replacement is thoroughly briefed during shift changes.
9. Other duties as assigned by the EOC Manager.

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The following are detailed lists of responsibilities for the EOC Team members.

Fire Agency Representative (Local Fire Department)

The Fire Representative may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Operations Section Chief

The Fire representative coordinates all area emergency fire and rescue services. Responsibilities of the Fire representative include the following:

1. Maintaining an up-to-date list of all fire and rescue resources in the area.
2. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency.
3. Providing specialized equipment and operators when requested by the site.
4. Coordinating requests for mutual aid.
5. Briefing EOC Team during Information Sharing Meetings.
6. Providing advice to the EOC Manager when evacuation appears likely.
7. Ensuring that dangerous goods support agencies are contacted if necessary.
8. Updating maps and notice boards as necessary.
9. Ensuring that replacements are thoroughly briefed during shift changes.
10. Maintaining a personal log of all actions taken.
11. Other duties as assigned by the Operations Section Chief.

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Information Officer (IO)

Report to: EOC Manager

The responsibilities of the Information Officer are as follows:

1. Maintaining an up-to-date list of all media services in the area.
2. Implementing a crisis communication plan to support the incident.
3. Leading an Information Team (if required).
4. Establishing a media-briefing centre.
5. Keeping the public informed of significant developments occurring during the Emergency by notifying radio stations and or print media
6. Briefing the media periodically.
7. Maintaining a personal log of all actions taken.
8. Briefing the EOC Team during Information Sharing Meetings.
9. Ensuring the replacement is thoroughly briefed during shift changes.
10. Other duties as assigned by the EOC Manager.

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Public Works Representative

Reports to: EOC Operations Sections Chief

The Public Works representative is responsible for coordinating area emergency public works services.

1. Maintaining an up-to-date list of all public works resources in the area.
2. Determining where and how potable water may be obtained and distributed during an emergency.
3. Providing a list of heavy equipment and operators located in the area to emergency services if required.
4. Establishing priority for use of public works resources in collaboration with other services and the Operations Section Chief.
5. Maintaining and refueling generators at established Reception Centres.
6. Brief EOC Team on matters of importance during the Information Sharing Meetings.
7. Ensuring that replacement is thoroughly briefed during shift changes;
8. Maintaining a personal log of all actions taken, and
9. Other duties as assigned by the Operations Section Chief.

EOC Team Member Responsibilities

The following are detailed lists of responsibilities for the EOC Team members.

Police Agency Representative (Municipal Police or RCMP)

The Police Agency Rep may not be available to report to the EOC, depending on the nature of the emergency, they may be at the incident site.

Reports to: EOC Operations Sections Chief

The Police agency representative coordinates area emergency police and security services.

1. Maintaining an up-to-date list of all police and security resources in the area.
2. Providing police and security resources when requested by the site.
3. Establishing priorities for the use of resources in collaboration with the Operations Section Chief.
4. Determining where specialized equipment and operators may be obtained depending on the nature of the emergency and providing these resources to the site when requested.
5. Determining evacuation routes in concert with the Transportation Rep and the Operations Section Chief.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Providing advice to the EOC Manager when evacuation appears likely.
8. Providing security for specific facilities as requested.
9. Updating maps and notice boards, as necessary.
10. Ensuring that replacements are thoroughly briefed during shift changes.
11. Maintaining a personal log of all actions taken.
12. Other duties as assigned by the Operations Section Chief.

Social Services Representative

Reports to: EOC Operations Section Chief

The Social Services representative is responsible for coordinating all aspects of Emergency Social Services including lodging, feeding, clothing, personal services and registration & Inquiry.

1. Ensuring that an up-to-date list of all emergency social services resources are maintained.
2. Providing overall supervision of all social services activities.
3. Registering all evacuees as they arrive at the reception centre.
4. Predetermining resources that may be required depending on the situation.
5. Informing the Operations Section Chief of major incidents as they occur.
6. Brief EOC Team during information sharing meetings.
7. Maintaining a list of all staff assisting with emergency social services and ensuring that replacements are thoroughly briefed during shift changes.
8. Monitoring the capacity of area resources, and if overextended, requesting assistance through the Operations Section Chief.
9. Maintaining a personal log of all actions taken.
10. Other duties as assigned by the Operations Section Chief.

See specific responsibilities for Lodging, Feeding, Clothing, Personal Services and Registration on following page

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The following are detailed lists of responsibilities for the EOC Team members.

Transportation Representative

Reports to: EOC Operations Section Chief

The Transportation representative is responsible for coordinating area emergency transportation services.

1. Maintaining an up-to-date list of all transportation resources in the area.
2. Determining where specialized vehicles and operators may be obtained depending on the nature of the emergency, and providing them to the site when requested.
3. Providing transportation services when requested by the site.
4. Establishing priorities for the use of resources in collaboration with other services and the Operations Section Chief.
5. Selecting evacuation routes and pick-up points as necessary, in concert with the Police Agency Rep.
6. Brief EOC Team on matters of importance during Information Sharing Meetings.
7. Informing transportation drivers of the locations of the reception centres, or other places where evacuees may be housed.
8. Providing transportation as requested by the EOC Team.
9. Providing advice to the Operations Section Chief when evacuation appears likely.
10. Updating maps and notice boards as necessary.
11. Ensuring that replacements are thoroughly briefed during shift changes.
12. Maintaining a personal log of all actions taken.
13. Other duties as assigned by the Operations Section Chief.