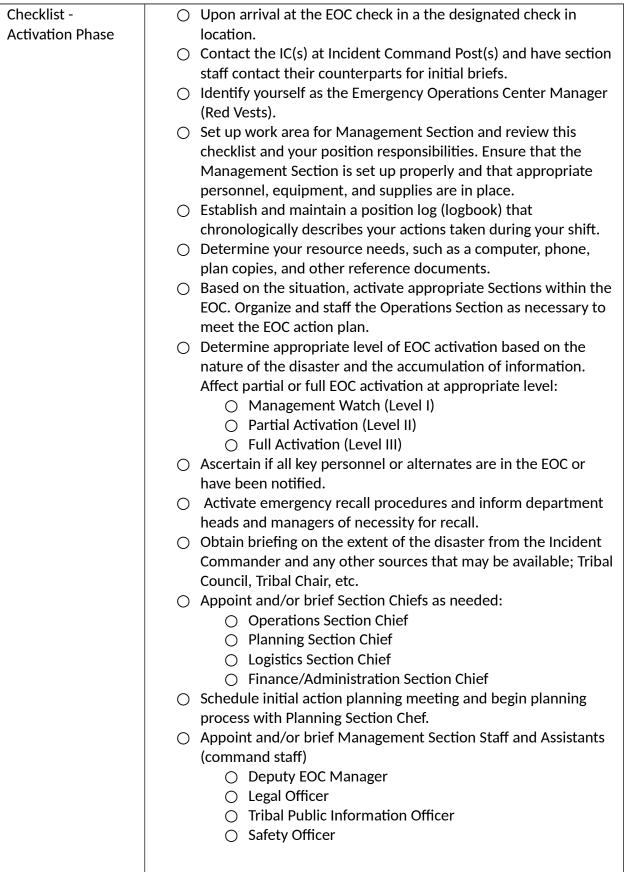
Position Log

Incident Name					Date Prepared			
Name					Contact #			
Shift Start			Shift End			Op Period		

Functional Checklist

Organization	Ma	anagement Section (Command Staff)				
Primary		Emergency Management Director				
Potential Alternate(s)		Emergency Management Coordinator				
		Information Technology Director				
		alified Administrators and Department Heads				
Supervisor		bal Council/Policy Group				
Overview	● Emergend	y Operations Coordinator and Chief of Staff for				
	Emergeno	y Response and Recovery Operations				
	Makes an	d implements executive decisions related to				
	incident(s) support				
	Manages	and controls the Morongo Emergency Organization				
	Responsibility	ole for effective response and recovery efforts				
Description	The EOC Manage	r facilitates all EOC activities in all phases of				
emergency r		gement. Through coordination of general staff and				
	command staff a	nd functional sections of the emergency organization,				
	the EOC Manage	carries out policy guidance and priorities in response				
	efforts and shift t	-				
Responsibilities		the appropriate staffing level for the EOC and				
	continuously monitor organizational effectiveness ensuring tha					
		te modifications occur as required.				
		SF-5 Emergency Management and other ESFs				
	• •	g EOC operations.				
		verall management responsibility for the coordination				
		emergency response agencies, other governments,				
	= = =	orting tribal nations.				
		nation with the Policy Group, Command, and General				
		priorities for response efforts. Ensure that all actions				
		inplished within the priorities established at the EOC; in				
		ce with the Tribe's Emergency Operations Plan (EOP).				
		at intergovernmental and inter-agency coordination is				
	•	thed in the most effective and efficient manner				
Forms and Job Aids	() EOP and a	y the operating environment.				
FOITIS and JOD AIGS	•					
	O Planning to	UUIS				



Checklist -	Determine emergency or disaster declaration requirement(s)
Operational Phase	and provide Tribal Council and/or General Membership an update(s) and declaration request.
	Focus on response and recovery activities to get the Tribe and
	Morongo Indian Reservation back to normal as soon as
	possible.
	 Coordinate the preparation (through the Planning Section) and
	execute the EOC Action Plan and planning process.
	 Based on status reports and information establish strategic
	objectives with Command and General Staff.
	 Establish periodic briefing sessions with the entire Command
	and General Staff to update the overall situation.
	 Notify the federal, state, and local partners of the disaster
	conditions and facilitate mutual aid requests as deemed
	necessary including Emergency Managers Mutual Aid (EMMA).
	Coordinate all EOC functions with adjacent
	communities/governments and request assistance if the
	disaster is beyond the Tribe's capabilities.
	 Monitor all EOC and IC operations and activities and activate
	EOC positions, ESFs, and mutual aid as necessary.
	 Provide on-the-spot training as required and requested.
	 Be prepared to provide available assistance to other
	jurisdictions if the disaster is region-wide.
	 Maintain required records and documentation of personnel and
	equipment used during the emergency.
Checklist -	 Authorize demobilization of section, branches and units when
Demobilization	they are no longer required.
Phase	 Coordinate continued ESF support.
	 Notify federal and state level EOCs and other appropriate
	organizations of the planned demobilization.
	 Ensure that any open actions not yet completed will be handled
	after demobilization.
	 Ensure that all required forms or reports are completed prior to demobilization.
	Be prepared to provide input to the hot wash and after action
	report.
	 Deactivate the EOC at the designated time, as appropriate.
	Proclaim termination of the emergency response and proceed
	with recovery operations.
	, ·

EOC Manager

Checklist - Recovery	 Execute Recovery Operations Plan and ESF-5 Emergency
Phase	Management Annex to the EOP.
	 Be familiar with the Introduction to Emergency Support
	Functions (ESF) Annex to the EOP and coordinate ESF support
	for long-term recovery.