

## EOC Manager

### Position Log

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

### Functional Checklist

Organization	Management Section (Command Staff)
Primary	Emergency Management Director
Potential Alternate(s)	Emergency Management Coordinator Information Technology Director Qualified Administrators and Department Heads
Supervisor	Tribal Council/Policy Group
Overview	<ul style="list-style-type: none"> <li>● Emergency Operations Coordinator and Chief of Staff for Emergency Response and Recovery Operations</li> <li>● Makes and implements executive decisions related to incident(s) support</li> <li>● Manages and controls the Morongo Emergency Organization</li> <li>● Responsible for effective response and recovery efforts</li> </ul>
Description	The EOC Manager facilitates all EOC activities in all phases of emergency management. Through coordination of general staff and command staff and functional sections of the emergency organization, the EOC Manager carries out policy guidance and priorities in response efforts and shift to recovery.
Responsibilities	<ol style="list-style-type: none"> <li>1. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.</li> <li>2. Support ESF-5 Emergency Management and other ESFs supporting EOC operations.</li> <li>3. Exercise overall management responsibility for the coordination between emergency response agencies, other governments, and supporting tribal nations.</li> <li>4. In coordination with the Policy Group, Command, and General Staff, set priorities for response efforts. Ensure that all actions are accomplished within the priorities established at the EOC; in accordance with the Tribe's Emergency Operations Plan (EOP).</li> <li>5. Ensure that intergovernmental and inter-agency coordination is accomplished in the most effective and efficient manner allowed by the operating environment.</li> </ol>
Forms and Job Aids	<ul style="list-style-type: none"> <li>○ EOP and all annexes</li> <li>○ Planning tools</li> </ul>

Checklist -  
Activation Phase

- Upon arrival at the EOC check in at the designated check in location.
- Contact the IC(s) at Incident Command Post(s) and have section staff contact their counterparts for initial briefs.
- Identify yourself as the Emergency Operations Center Manager (Red Vests).
- Set up work area for Management Section and review this checklist and your position responsibilities. Ensure that the Management Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Establish and maintain a position log (logbook) that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Based on the situation, activate appropriate Sections within the EOC. Organize and staff the Operations Section as necessary to meet the EOC action plan.
- Determine appropriate level of EOC activation based on the nature of the disaster and the accumulation of information.  
Affect partial or full EOC activation at appropriate level:
  - Management Watch (Level I)
  - Partial Activation (Level II)
  - Full Activation (Level III)
- Ascertain if all key personnel or alternates are in the EOC or have been notified.
- Activate emergency recall procedures and inform department heads and managers of necessity for recall.
- Obtain briefing on the extent of the disaster from the Incident Commander and any other sources that may be available; Tribal Council, Tribal Chair, etc.
- Appoint and/or brief Section Chiefs as needed:
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance/Administration Section Chief
- Schedule initial action planning meeting and begin planning process with Planning Section Chief.
- Appoint and/or brief Management Section Staff and Assistants (command staff)
  - Deputy EOC Manager
  - Legal Officer
  - Tribal Public Information Officer
  - Safety Officer

Checklist - Operational Phase	<ul style="list-style-type: none"> <li>○ Determine emergency or disaster declaration requirement(s) and provide Tribal Council and/or General Membership an update(s) and declaration request.</li> <li>○ Focus on response and recovery activities to get the Tribe and Morongo Indian Reservation back to normal as soon as possible.</li> <li>○ Coordinate the preparation (through the Planning Section) and execute the EOC Action Plan and planning process.</li> <li>○ Based on status reports and information establish strategic objectives with Command and General Staff.</li> <li>○ Establish periodic briefing sessions with the entire Command and General Staff to update the overall situation.</li> <li>○ 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.</li> <li>○ Monitor all EOC and IC operations and activities and activate EOC positions, ESFs, and mutual aid as necessary.</li> <li>○ Provide on-the-spot training as required and requested.</li> <li>○ Be prepared to provide available assistance to other jurisdictions if the disaster is region-wide.</li> <li>○ Maintain required records and documentation of personnel and equipment used during the emergency.</li> </ul>
Checklist - Demobilization Phase	<ul style="list-style-type: none"> <li>○ Authorize demobilization of section, branches and units when they are no longer required.</li> <li>○ Coordinate continued ESF support.</li> <li>○ Notify federal and state level EOCs and other appropriate organizations of the planned demobilization.</li> <li>○ Ensure that any open actions not yet completed will be handled after demobilization.</li> <li>○ Ensure that all required forms or reports are completed prior to demobilization.</li> <li>○ Be prepared to provide input to the hot wash and after action report.</li> <li>○ Deactivate the EOC at the designated time, as appropriate.</li> <li>○ Proclaim termination of the emergency response and proceed with recovery operations.</li> </ul>

Checklist - Recovery Phase	<ul style="list-style-type: none"><li>○ Execute Recovery Operations Plan and ESF-5 Emergency Management Annex to the EOP.</li><li>○ Be familiar with the Introduction to Emergency Support Functions (ESF) Annex to the EOP and coordinate ESF support for long-term recovery.</li></ul>
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