

Deputy EOC Manager

Position Log

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

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Information Technology Director
Potential Alternate(s)	Emergency Management Coordinator Qualified Administrators and Department Heads
Supervisor	Emergency Operations Center Manager
Overview	<ul style="list-style-type: none"> ● Be familiar with EOC Manager position checklist and assist the EOC Manager in all EOC activities ● Assume command in absence of EOC Manager ● Be prepared to assume other functional duties in non-staffed positions ● Facilitate EOC establishment and operations
Description	The Deputy EOC Manager is second in the line of succession in the management section of the EOC. The Deputy EOC Manager maintains full operational awareness and is involved in planning processes and advises the EOC Manager and assists other management and general staff in accomplishing objectives.
Responsibilities	<ol style="list-style-type: none"> 1. Act as EOC Manager during any absence of the EOC Manager. 2. Assist and serve as an advisor to the EOC Manager and Command and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures. 3. Assist the Liaison Officer and Tribal Public Information Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
Forms and Job Aids	○ EOP and all annexes

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Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the EOC Manager and receive a brief. ○ Identify yourself as the Deputy EOC Manager. ○ Perform tasks and assignments from the EOC Manager. ○ Set up your workstation and review your position responsibilities. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents and make appropriate requests to logistics. ○ Provide on-the-spot training and assist command and general staff as needed. ○ Be familiar with the EOC Manager and other Section Chief checklists and advise as appropriate or requested.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Focus on response and recovery activities to get the Tribe and Morongo Indian Reservation back to normal as soon as possible. ○ Identify functional sections that may need assistance and overall guidance. Use their operational checklists. ○ Keep the EOC Manager abreast of any operational issues that may hinder response or recovery efforts of the EOC. ○ Maintain log of all activities undertaken during shift.
Checklist - Demobilization Phase	<ul style="list-style-type: none"> ○ Focus on response and recovery activities to get the Tribe and Morongo Indian Reservation back to normal as soon as possible. ○ Identify functional sections that may need assistance and overall guidance. Use their operational checklists. ○ Keep the EOC Manager abreast of any operational issues that may hinder response or recovery efforts of the EOC. ○ Maintain log of all activities undertaken during shift.
Checklist - Recovery Phase	<ul style="list-style-type: none"> ○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.