

Operations Section Chief

Position Log

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

Functional Checklist

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| Organization | Operations Section |
| Primary | Emergency Management Coordinator Reservation Patrol Chain of Command Fire Department Chain of Command |
| Potential Alternate(s) | Reservation Services Administrator Public Works Director Water Department Manager |
| Supervisor | EOC Manager |
| Overview | <ul style="list-style-type: none"> ● Manages all aspect of the Operations Section ● Coordinates all operational activities with Incident Command (IC) ● Advises and coordinates with other general and command staff ● Assists in development of strategies for the EOC action plan |
| Description | The Operations Section Chief is a member of the General Staff and is responsible for the management of all operations directly applicable to the primary mission(s). |
| Responsibilities | <ol style="list-style-type: none"> 1. Overall supervision of the Operations Section of the EOC. 2. Ensure that the operations function is carried out including coordination of response for all operational functions assigned to the Morongo EOC. 3. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out safely and effectively. 4. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. 5. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section. 6. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Morongo EOC forms as appropriate). 7. Conduct periodic Operations briefings for the Policy Group and Management/Command Staff as required or requested. |

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| Forms and Job Aids | <ul style="list-style-type: none"><input type="radio"/> ICS Forms<input type="radio"/> Time Sheet<input type="radio"/> Planning P<input type="radio"/> ESF Annexes<input type="radio"/> Section Checklists |
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| <p>Checklist - Activation Phase</p> | <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 an update and briefing if not already conducted.○ Contact the IC(s) at Incident Command Post(s) and have section staff contact their counterparts for initial briefs.○ Identify yourself as Operations Section Chief (Yellow Vests for Operations Section)○ Set up work area for Section and review this checklist and your position responsibilities. Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.○ 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.○ Meet with Planning Section Chief and obtain a preliminary situation briefing.○ Based on the situation, activate appropriate branches and groups within the section. Organize and staff the Operations Section as necessary to meet the EOC action plan.○ Assist the Planning Section in determining future Mutual Aid and Assistance requirements.○ Request additional personnel as may be necessary for 24-hour EOC operations.○ Obtain a current communications status briefing from the Communications Branch in Logistics. Ensure that there is adequate equipment and frequencies available for operations. Establish radio or cell phone communications with Incident Commander(s) operating on the Reservation, and coordinate accordingly.○ Coordinate with the Liaison Officer regarding any unified command issues and need for other supporting governments to support operations.○ Determine activation status of other EOCs/ICPs in the operational area, (and Riverside County Operational Area if necessary) and establish communication links with their operations sections if necessary and/or make recommendations for unified command establishment at existing ICP(s).○ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the operational period. |
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| Checklist - Operational Phase | <ul style="list-style-type: none">○ Ensure that all Operations Section personnel are maintaining their individual position logs.○ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis and/or as the situation requires.○ Ensure that all media contacts are referred to the Tribal Information Branch.○ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.○ Attend and participate in EOC strategy and planning meetings.○ Coordinate Emergency Support Function activities and requirements with ESF coordinators as assigned.○ Provide the Planning Section Chief with the Operations Section's objectives prior to each action planning meeting.○ Work closely with all section staff to ensure that the Operations Section objectives, as defined in the current EOC Action Plan to support incident command, are being addressed.○ Ensure that section personnel coordinate all resource needs through the Logistics Section.○ Ensure that intelligence information from is made available to the Planning Section in a timely manner.○ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).○ Brief the EOC Manager (and Policy Group as appropriate) on all major incidents.○ Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section.○ Brief assigned staff periodically on any updated information you may have received.○ Share status information with other sections as appropriate. |
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| Checklist - Demobilization Phase | <ul style="list-style-type: none">○ Ensure all Operations Section personnel/positions have been demobilized and appropriately reported.○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.○ Complete all required forms, reports, and other documentation. Submit all forms to the Planning Section, as appropriate.○ Be prepared to provide input to the hot-wash brief and after-action report.○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.○ Clean around your work area before you leave.○ Leave your contact information. |
| 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. |