

OPERATIONS SECTION CHIEF EMERGENCY INCIDENT CHECKLIST

- Confirm the safety of you and your family
- Follow the **All Personnel – EOC Activation Checklist**
- Obtain a briefing from the EOC Director and confirm the following briefing information:
 - Your role(s)
 - Nature and scope of emergency event including:
 - Potential impacts to public safety
 - Potential impacts to critical infrastructure
 - Potential impacts to traditional or sacred locations
 - Status of any evacuation activities
 - Status of any response activities and support required by EOC, including community personnel and equipment already engaged
 - Who the lead agency and Incident Commander is, and their contact information
 - EOC set up status and requirements
 - EOC objectives and highest priorities
 - Key response agencies involved including contact information
 - Key support agencies involved including contact information
 - Operational periods
- Identify additional section staff required, get approval from EOC Director and request from Logistics
- Activate appropriate branches and designate Branch Directors as necessary:
 - Evacuation
 - Fire
 - Police
 - Ambulance
 - Health
 - Emergency Support Services
 - Engineering
 - Utilities
 - Others as needed
- Consider a Deputy Operations Chief position if things are really busy
- Establish and maintain communication with the Operations Section in each Incident Command Post, in each activated Reception Centre, and with the EMCR PREOC Operations
- Establish and maintain contact with key response agencies for situation reports
- Establish and maintain contact with community personnel who are already supporting response
- Set up your workstation (phones, position logbook, section whiteboards, computer)

Brief incoming staff as they arrive:

- Their role(s)
- Nature and scope of the emergency event as per briefing details above
- Section objectives and highest priorities
- Key response and support agencies involved including contact information
- Operational periods

OPERATIONS SECTION CHIEF EMERGENCY cont'd

Confirm with Logistics Section Chief

- There is adequate communications equipment available for the Operations Section
- Resource requesting and fulfillment procedures from field to EOC
- Any known community personnel and resources already committed to response activities
- Any outstanding resources required

Participate in EOC Action Planning Meetings

- Identify key issues currenting affecting the Operations Section
- Meet with Section personnel and determine appropriate section objectives for each operational period
- Based on the known or forecasted situation, determine likely future needs of the Operation Section
- Prepare for and participate in the EOC Action Planning meeting and other relevant EOC Management Team meetings
- Identify the strategies required for carrying out the objectives of the Operations Section

Coordinate Response

- Establish operational periods
- Work closely with each Branch Coordinator in the Operations Section to ensure implementation of all objectives defined in the current Action Plan
- Coordinate overall response, resources and event status information

Coordinate Resource Requests

- Ensure that Operations Section coordinates all initial resource needs through the Logistics Section
- Authorize external resource requests and forward extraordinary and critical resource requests to the EOC Director for approval
- Ensure the proper financial codes are noted on the Resource Request Form and on all invoices to support a claim for financial assistance, including the EMCR Task Number and Expenditure Authorization Form Number, if applicable
- Requests for assistance should be made by the Community Chief and Council to the neighbouring community or Local Authority providing resources
- Alert the Finance / Admin Section Chief of the need to track costs

Share Operational Information

- Ensure that situation and resources information is provided to Planning Section as the situation requires, including status reports and new incoming incident reports
- Brief the EOC Director, EOC staff members, and Operations Section Staff on any updated information you may have received
- Share status information with PREOC, as appropriate

OPERATIONS SECTION CHIEF EMERGENCY cont'd

Manage the Operations Section

- Ensure that the Operations Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards
- Request additional personnel for the section from the Personnel Unit as necessary
- Coordinate with the Liaison Officer regarding the need for Agency Representatives from external organizations in the Operations Section
- Ensure that all section personnel maintain their individual position logs and other paperwork as required
- Collect objectives from each activated Operations Branch prior to each Action Planning meeting
- Participate in Action Planning Meetings, using EOC Briefing Format
- Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section

Recovery Phase

- Work with the Planning Section Chief (PSC) and coordinate the recovery operations
 - Ensure community services and utilities are restored to normal pre-emergency/disaster day-to-day operations
 - Remove debris
 - Restore medical facilities and services
 - Restore government facility functions
 - Restore critical infrastructure and facilities
 - Demolish buildings
 - Provide emergency housing

Before Leaving

- Deactivate branches and any organizational elements when no longer required
- Determine demobilization status of all operations and advise the EOC Director
- Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- Ensure that any open actions are assigned to the appropriate agency and/or EOC staff as appropriate
- Follow the **EOC Demobilization All Personnel Checklist**