EOC Director

<table>
<tr><td>EOC Director</td><td>Management Staff
• EOC Coordinator
• Public Information Officer
  • Rumor Control Coordinator
• Liaison Officer
  • Agency Representative
• Safety Officer
• Security Officer</td></tr>
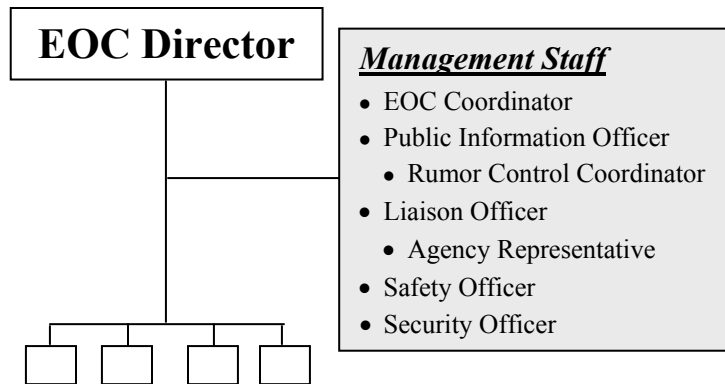</table>

Function Description:

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending upon the NIMS Level. Examples of reporting relationships are described below.

Local Government Level:

- Mayor, President of the Council, Chairperson of an Emergency Council, Administrative Officer, or other named authority as stated in the local government's emergency ordinance.

Operational Area:

- Chairperson of the Board of Supervisors, Chairperson of an emergency council, County Chief Administrative Officer or other named authority as stated in the operational areas emergency ordinances.

Regional:

- Emergency Management or Emergency Region Administrator or designee.

- Emergency Management or Emergency Services Director or designee.

In some jurisdictions, the EOC Director may also be referred to as the EOC Manager. The title Incident Commander should not be used to refer to the person in charge of the EOC. The title Incident Commander should be reserved for use at the NIMS Field level.

The EOC Director will delegate authority as appropriate and necessary to members of the Management Staff and to the General Staff.

Positions reporting to the EOC Director will vary depending upon the NIMS level. Standard functions may include but are not limited to:

- Coordinators of Functional Sections (called the General Staff):
    - Operations Section Chief
    - Planning/Intelligence Section Chief
    - Logistics Section Chief
    - Finance/Administration Section Chief

- Management Staff:
    - EOC Coordinator
    - Public Information Officer
    - Liaison Officer
    - Safety Officer
    - Security Officer

The position of EOC Director may be pre-established where the same person/agency is always in charge of the EOC regardless of the type of emergency, or as is done in some jurisdictions, a qualified person from the agency that has the greatest field involvement in the emergency will fill the position of EOC Director.

Responsibilities:

1. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

2. Exercise overall management responsibility for the coordination between emergency response agencies within the jurisdictional area.

3. In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.

4. Ensure that inter-agency coordination is accomplished effectively.

Activation Phase:

☐ Determine appropriate level of activation based on situation as known.

☐ Mobilize appropriate personnel for the initial activation of the EOC.

☐ Respond immediately to EOC site and determine operational status.

☐ Obtain briefing from whatever sources are available.

☐   Ensure that the EOC is properly set up and ready for operations.

☐   Ensure that an EOC check-in procedure is established immediately.

☐   Ensure that an EOC organization and staffing chart is posted and completed.

☐   Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.

      ☐ Operations Section Chief   ☐ Logistics Section Chief
      ☐ Planning/Intelligence Section Chief   ☐ Finance/Administration Chief

☐   Determine which Management Staff positions are required and ensure they are filled as soon as possible.

      ☐ EOC Coordinator   ☐ Safety Officer
      ☐ Public Information Officer   ☐ Security Officer
      ☐ Liaison Officer

☐   Ensure that telephone and/or radio communications with other EOCs are established and functioning.

☐   Schedule the initial Action Planning meeting.

☐   Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies.

☐   Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-agency Coordination Group.

Operational Phase:

☐   Monitor general staff activities to ensure that all appropriate actions are being taken.

☐   In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

☐   Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.

☐   Based on current status reports, establish initial strategic objectives for the EOC.

☐   In coordination with Management Staff, prepare EOC objectives for the initial Action Planning Meeting.

☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action Planning Guidelines.") Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.

☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.

☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.

☐ Conduct periodic briefings for elected officials or their representatives.

☐ Formally issue an Emergency Proclamation as necessary, and coordinate local government proclamations with other emergency response agencies, as appropriate.

☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

☐ Authorize demobilization of sections, branches and units when they are no longer required.

☐ Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.

☐ 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 after action report.

☐ Deactivate the EOC at the designated time, as appropriate.

☐ Proclaim termination of the emergency response and proceed with recovery operations.

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1	Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Date To:
	Time From: Time To:

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____
ICS 214, Page 2   Date/Time: _____