

EOC DIRECTOR CHECKLIST -- Page 1

Op Period Date: ____ / ____ / ____ Times: _____ to
 NAME: _____

	ACTIONS	PHONE #	NO.
R E V I E W	CHECK-IN: Ensure you and your staff are properly checked in to the EOC.		
	UNITY OF COMMAND: Each member of the EOC staff will have only one direct supervisor. This is to prevent accountability breakdowns.		
	SPAN OF CONTROL: Manageable Span of Control is 3 to 7 staff per supervisor. 1:5 is ideal.		
	RESOURCE TRACKING: Any changes in resource status (Available, assigned, or out-of-service) should be recorded by the supervisor and reported to the Resources Unit (RESTAT).		
	BRIEFING: Receive initial briefing from on duty staff.		
	MEETINGS: Participate in EOC, OPS, Planning Process and Briefings, as required.		
	ACCOUNTABILITY: Maintain effective accountability for assigned personnel and resources.		
	SAFETY: Ensure compliance with all safety practices and procedures.		
	SUPERVISORS: Organize, Assign and Brief staff, deputies and assistants.		
	TERMINOLOGY: Use clear text and ICS terminology.		
	EQUIPMENT: Ensure your equipment and that equipment in your unit is operational prior to each operational period.		
	DEMOBILIZE: As per the Demobilization Plan		
	AFTER-ACTION: Participate in the After-Action Process.		
	DOCUMENTATION: Maintain your position checklist and Unit Log (ICS 214).		
D U T Y	EOC DIRECTOR RESPONSIBILITIES:		
	Overall management of the EOC.		
	Assessment of the incident priorities.		
	Assess resource needs and orders.		
	Coordinate with outside agencies.		

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EOC DIRECTOR CHECKLIST -- Page 2

Op Period Date: ___ / ___ / ___ Times: _____ to

NAME: _____

	ACTIONS	PHONE #	NO	
P R I M A R Y	REVIEW: Page One (Review and Duties)			
	EOC STAFF: Evaluate, organize, assign and brief leadership responsibilities			
	SITUATION: Develop an understanding of the field incidents, the status of the city, and the available resources.			
	IAP: Develop and implement the Operations portion of the IAP.			
	SUPERVISE: The EOC Section Chiefs and Management Staff.			
	UPDATE: Command and general staff			
	DOC's: Ensure each department is aware that the EOC has been activated.	Police: #P01 Fire: #P05 DPW: #P10		
	MARIN OP AREA: Identify EOC Director contact at the Marin Operational Area EOC.	OA EOC: #P50		
	PLANNING P: Review and follow the attached EOC Director Planning P in conjunction with EOC Staff.			
	S E C O N D A R Y	ESTABLISH: Appropriate ICS structure and staff positions.		
ESTABLISH: Incident objectives.				
ENSURE: Adequate safety measures and messages are in place and communicated to all workers.				
ENSURE: Adherence to the operational planning process.				
UPDATE: Elected Officials (City Council and Fire Board)				
ASSESS: Need for Emergency Proclamation				
COORDINATE: Public Messaging with PIO and Op Area EOC.				
T E R T I A		COORDINATE: Activity of all command and general staff		
		DIRECT: Staff to develop plans and staffing requirements: approve requests for additional resources and funding.		
		PREPARE: And participate in the planning process and meetings.		
	APPROVE: And authorize the implementation of an IAP.			
	APPROVE: The release of information by the PIO.			
	DETERMINE: If operational periods are necessary.			

R Y	COORDINATE: With outside entities.	
	EVALUATE: and ensure that incident objectives are being meet.	
	MANAGE: Requests or release of resources, as appropriate.	
	ENSURE: Accident investigation, as necessary.	
	ENSURE: After-action process is completed and reports filed.	
	MAINTAIN: A unit log (ICS 214).	



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