

**OPERATIONS SECTION CHIEF CHECKLIST -- Page**

Op Period Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Times: \_\_\_\_\_

NAME: \_\_\_\_\_

	ACTIONS	PHONE #
<b>R E V I E W</b>	<b>CHECK-IN:</b> Ensure you and your staff are properly checked in to the EOC.	
	<b>UNITY OF COMMAND:</b> Each member of the EOC staff will have only one direct supervisor. This is to prevent accountability breakdowns.	
	<b>SPAN OF CONTROL:</b> Manageable Span of Control is 3 to 7 staff per supervisor. 1:5 is ideal.	
	<b>RESOURCE TRACKING:</b> Any changes in resource status (Available, assigned, or out-of-service) should be recorded by the supervisor and reported to RESTAT (Resource Status Unit).	
	<b>BRIEFING:</b> Receive initial briefing from or on the direction of your immediate supervisor.	
	<b>MEETINGS:</b> Participate in EOC, OPS, Planning Process and Briefings, as required.	
	<b>ACCOUNTABILITY:</b> Maintain effective accountability for assigned personnel and resources.	
	<b>SAFETY:</b> Ensure compliance with all safety practices and procedures.	
	<b>SUPERVISORS:</b> Organize, Assign and Brief staff, deputies and assistants.	
	<b>TERMINOLOGY:</b> Use clear text and ICS terminology.	
	<b>EQUIPMENT:</b> Ensure your equipment and that equipment in your unit is operational prior to each operational period.	
	<b>DEMOBILIZE:</b> As per the Demobilization Plan	
	<b>AFTER-ACTION:</b> Participate in the After-Action Process.	
<b>DOCUMENTATION:</b> Maintain your position checklist and Unit Log (ICS 214).		
<b>D U T Y</b>	<b>OPS SECTION CHIEF (OSC) RESPONSIBILITIES:</b> Direct execution of the Incident Action Plan (IAP) Requesting and releasing resources Making expedient changes to the IAP as necessary. Reporting to the EOC Director May assign a Deputy OSC to assist in supervising Ops Section.	

E S	Supervise Ops Section staff

**OPERATIONS SECTION CHIEF CHECKLIST -- Page**

Op Period Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Times: \_\_\_\_\_  
 NAME: \_\_\_\_\_

	ACTIONS	PHONE #
P R I M A R Y	<b>REVIEW:</b> Page One (Review and Duties)	
	<b>OPS STAFF:</b> Evaluate, organize, assign and brief Ops Section.	
	<b>SITUATION:</b> Develop an understanding of the field incidents, the status of the city, and the available resources.	
	<b>IAP:</b> Develop and implement the Operations portion of the IAP.	
	<b>SUPERVISE:</b> Ops Section staff.	
	<b>UPDATE:</b> Management Section and other Sections as needed.	
	<b>DOC's:</b> Ensure each department is aware that the Operations Section has been activated.	Police: COMM # Fire: COMM # DPW: COMM #
	<b>MARIN OP AREA:</b> Identify Ops Section contact at the Marin Operational Area EOC.	OA OSC: COMM #
	<b>PLANNING P:</b> Review and follow the attached Ops Section Chief Planning P in conjunction with EOC Staff.	
	S E C O N D A R Y	<b>SUPERVISE:</b> The execution of the IAP for Operations.
<b>COORDINATE:</b> With Safety Officer to ensure operational activities are in compliance with all safety requirements. Assist the SO in developing the risk/hazard analysis		
<b>REVIEW:</b> The needs and requests for resources to implement Operation's tactics as part of the IAP development.		
<b>IMPLEMENT:</b> Effective strategies and tactics to meet operational objectives.		
<b>MAKE</b> or approve expedient changes to the IAP as necessary during the operational period.		
<b>SUPERVISE</b> and evaluate the current situation status and make recommendations for use in the next operational period.		
<b>PREPARE:</b> and participate in the plans meeting.		
<b>PARTICIPATE:</b> in the operational planning processes and development of the tactical portions of the IAP.		
<b>CONTINUE NEXT PAGE</b>		

--	--

**OPERATIONS SECTION CHIEF CHECKLIST -- Page**

Op Period Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Times: \_\_\_\_\_  
 NAME: \_\_\_\_\_

	<b>ACTIONS</b>	<b>PHONE #</b>
<b>T E R T I A R Y</b>	<b>INFORM:</b> RESL of changes in the status of resources assigned to section	
	<b>APPROVE:</b> suggested list of resources to be released from assigned status (not released from the incident).	
	<b>ASSEMBLE</b> and disassemble teams/task forces assigned to Operations Section.	
	<b>ORGANIZE:</b> The Ops section effectively to ensure manageable span of control and safe operation plans of all Ops personnel.	
	<b>REPORT:</b> Information about changes in the implementation of the IAP, special activities, events, and occurrences to EOC/UC.	
	<b>DEVELOP:</b> and make recommendations to Plans for demobilization of OPS resources.	
	<b>RECEIVE</b> and implement demob plans.	
	<b>PARTICIPATE:</b> in operational briefings to EOC members, media, community, and dignitaries.	
	<b>MAINTAIN:</b> Unit/Activity Log	





