

Section 6: EOC Position Descriptions & Checklists

This section provides checklists for all functional positions required to staff the EOC in a major emergency. **It is important to note that all positions are not required for all emergencies.** Only those positions that are needed to effectively handle the emergency should be staffed. These checklists are to be used in conjunction with the hazard specific checklists found in Section 6.

Checklists have proven to be an effective tool during emergencies. They help guide staff that may not be familiar or practiced in their function, and provide useful reminders of items that should be done in an emergency. **It is important that the entire checklist for a given position be read completely through at least once before initiating action items. It should also be noted that not all items will need to be actioned in a given emergency.**

As emergencies and exercises are reviewed, the applicability of the checklists should be reviewed and revised as required. Responsibility for this review lies with the EOC Director and Emergency Coordinator.

The Emergency Operation Centre (EOC) provides support for the response effort and should be forward planning for 24-48-72 hours immediately following the event. The Emergency Operation Centre Director facilitates policy development and, as necessitated by the situation, will discuss the economic, political, legal, and social implications that may arise from the emergency and/or impact the response or recovery efforts with responsible elected officials.

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