

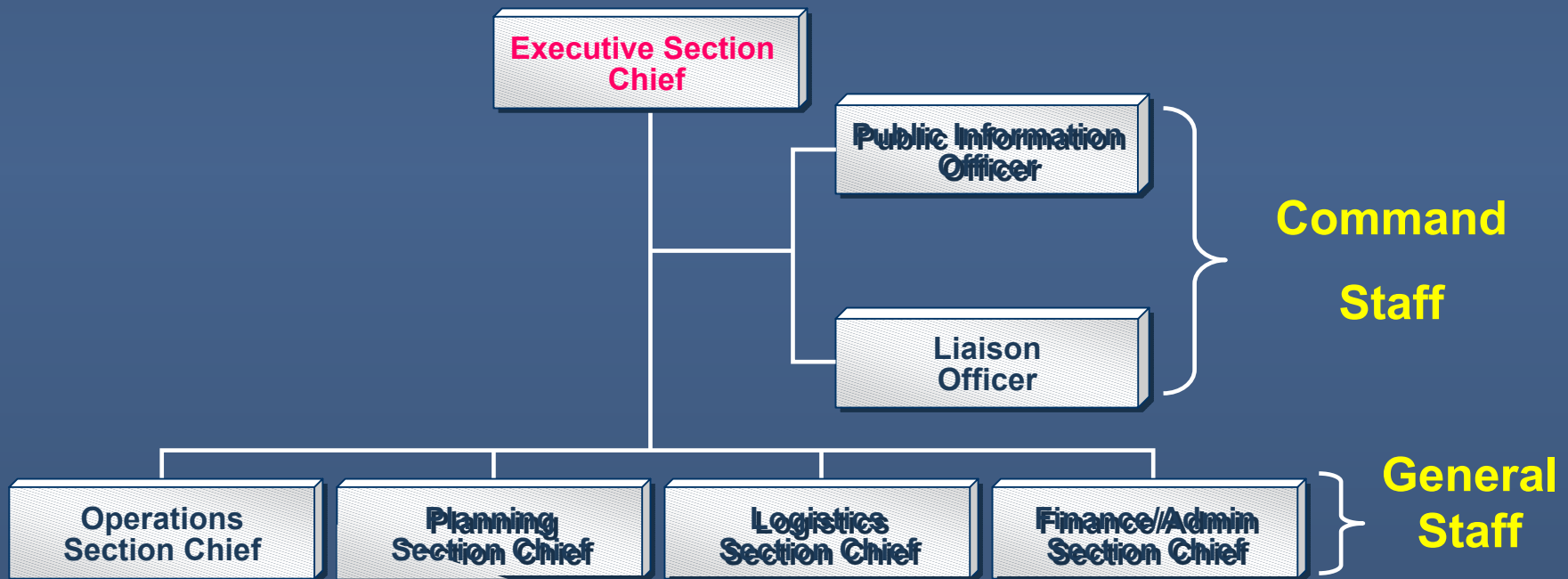
EOC Operations Sections - Overview

“All operations in the EOC shall be managed within the mandates and recommendations of the Incident Command System (ICS) and the National Incident Management System (NIMS).”

This series of slides is designed to give a brief overview of the duties and responsibilities of each Section Chief. Please refer to the Joplin / Jasper County Emergency Operations Center Operations Manual for details.

EOC Chain-of-Command Chart

This is an overview of the Command Structure for operations within the EOC.



EOC Executive Section Chief

The Executive Section Chief:

- Provides overall leadership for EOC response.
- Delegates authority to others.
- Takes general direction from Local Emergency Operations Plan and City Council.



Executive Section Chief

EOC Executive Section Responsibilities

The Executive Section is responsible for:

- Ensuring EOC safety.
- Providing information services to internal and external stakeholders.
- Establishing and maintaining liaison with other agencies participating in the incident.



EOC Executive Section Responsibilities

The Executive Section:

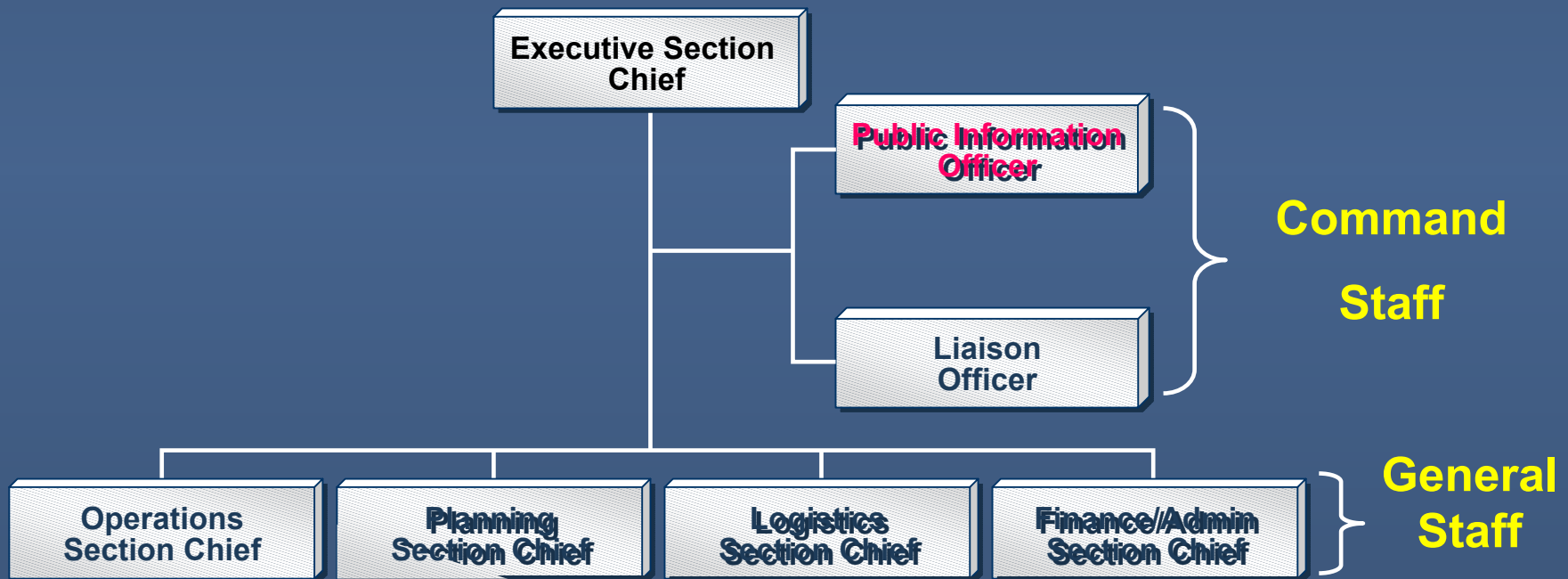
- **Is responsible for all activities and functions until delegated and assigned to staff.**
- **Assesses need for staff.**
- **Establishes incident objectives.**
- **Directs staff to develop the Incident Action Plan.**



Executive Section Chief

EOC Chain-of-Command Chart

This is an overview of the Command Structure for operations within the EOC.



EOC Public Information Officer (PIO)



Public Information
Officer

Advises Executive Section on information dissemination and media relations. Executive Section approves information that the PIO releases.



Executive Section Chief



Obtains information from and provides information to Planning Section.



Planning Section Chief

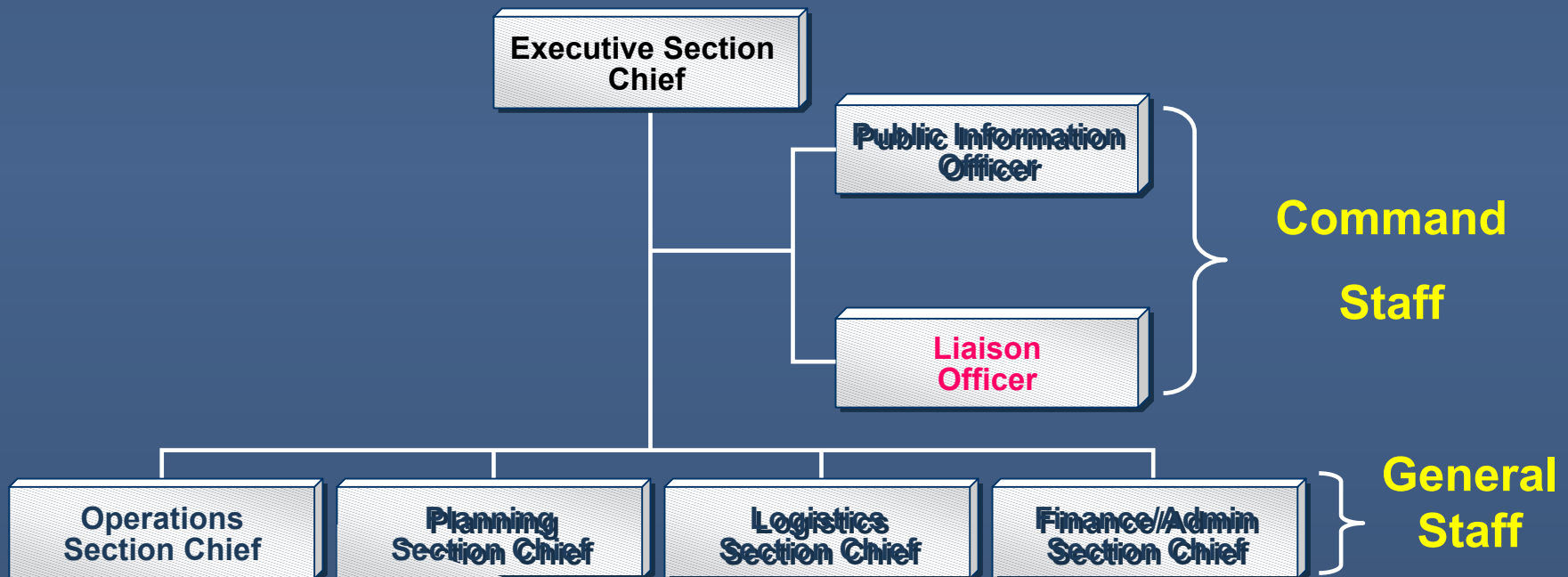
Obtains information from and provides information to community and media.



Community and Media

EOC Chain-of-Command Chart

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EOC Liaison Officer

Assists Executive Section Chief by serving as point of contact for agency representatives who are helping to support the operation.



Executive Section Chief



Liaison Officer

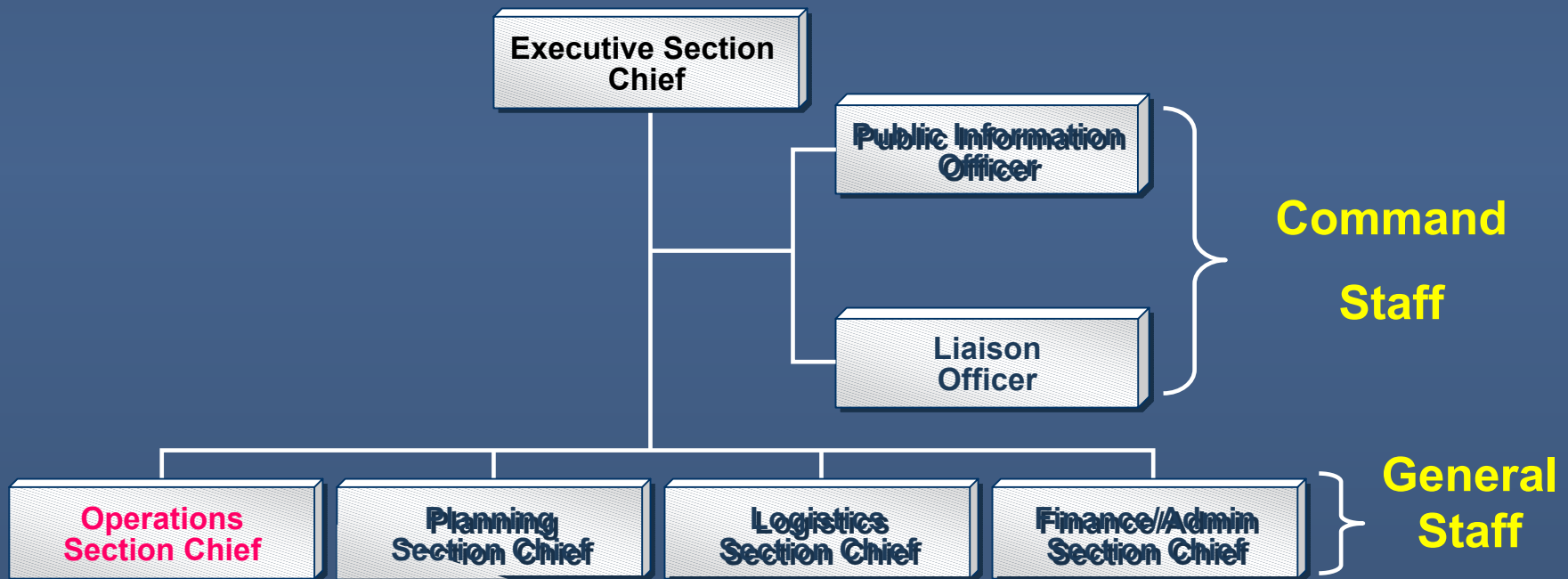
Provides briefings to and answers questions from supporting agencies.



Agency Representative

EOC Chain-of-Command Chart

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EOC Operations Section Chief



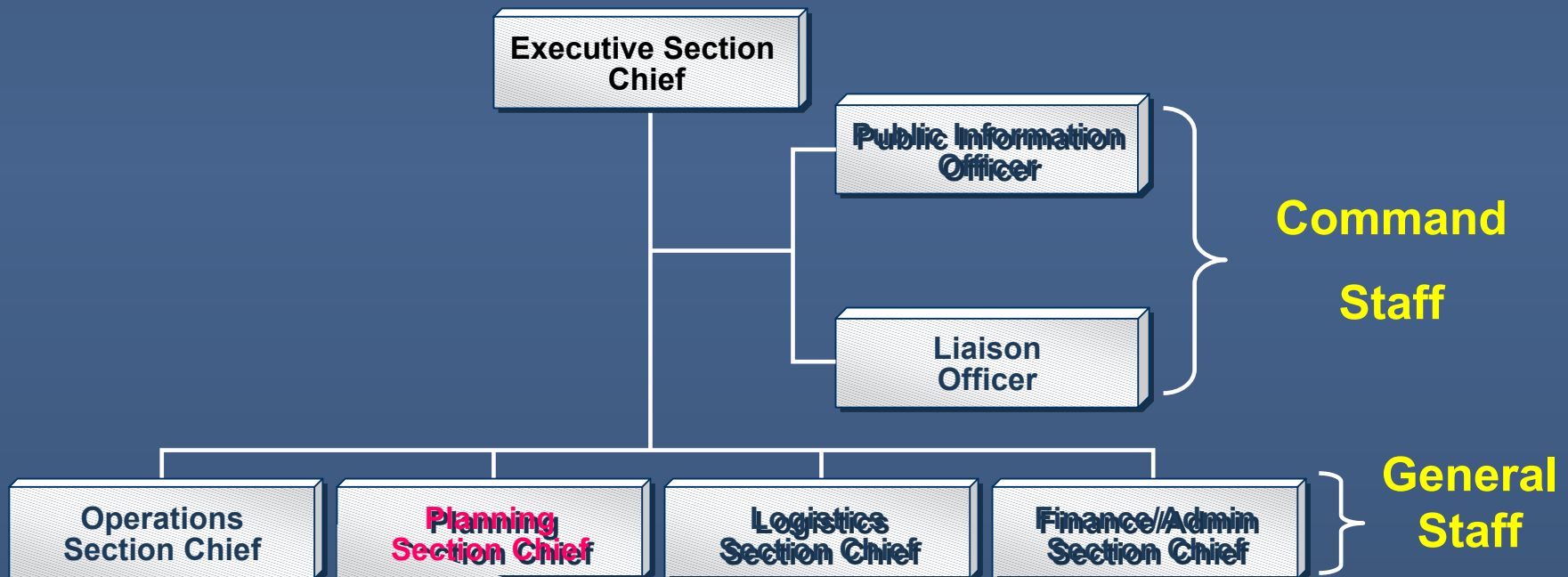
Operations Section Chief

The Operations Section Chief:

- **Develops and implements strategy and tactics to support the incident objectives of the on-scene Incident Commander.**
- **Note: The EOC Ops Chief acts in a support role to the on-scene Incident Commander. The scene is NOT managed from the EOC.**

EOC Chain-of-Command Chart

This is an overview of the Command Structure for operations within the EOC.



EOC Planning Section Chief



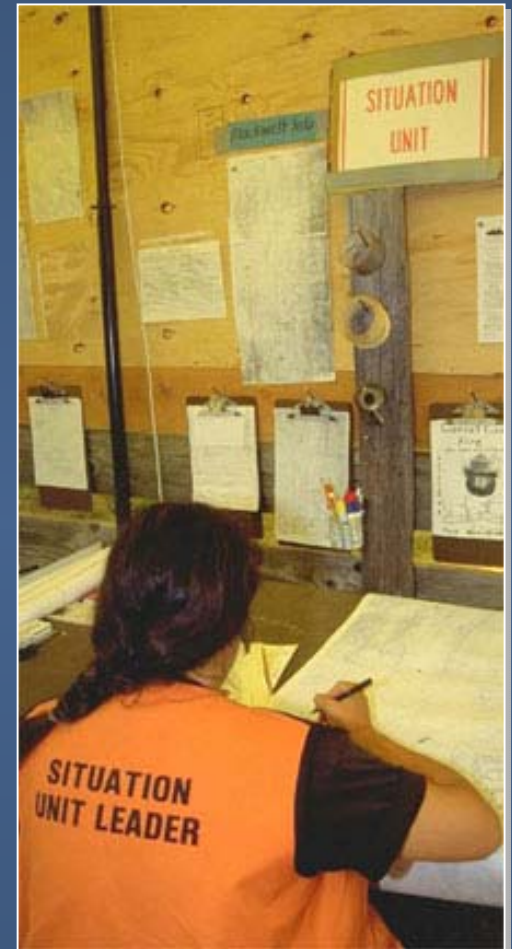
Planning Section Chief

The Planning Section Chief Oversees:

- **Resource Management**
- **Collection, evaluation and displaying of incident intelligence and information.**
- **Preparation and documentation of the Incident Action Plan.**
- **Development of Demobilization Plans.**

Planning Section

- Maintains resource status.
- Maintains and displays situation status.
- Prepares the Incident Action Plan.
- Develops alternative strategies.
- Provides documentation services.
- Prepares the Demobilization Plan.
- Provides a primary location for Technical Specialists assigned to an incident.



Resource Management

Resource management includes processes for:

- Categorizing resources.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.



It also includes processes for reimbursement for resources, as appropriate.

Reliance on an Incident Action Plan

Every incident must have an Incident Action Plan (IAP) that:

- Specifies the incident objectives.
- States the activities to be completed.
- Covers a specified timeframe, called an operational period.
- May be oral or written—except for hazardous materials incidents, which require a written IAP.



Elements of an Incident Action Plan

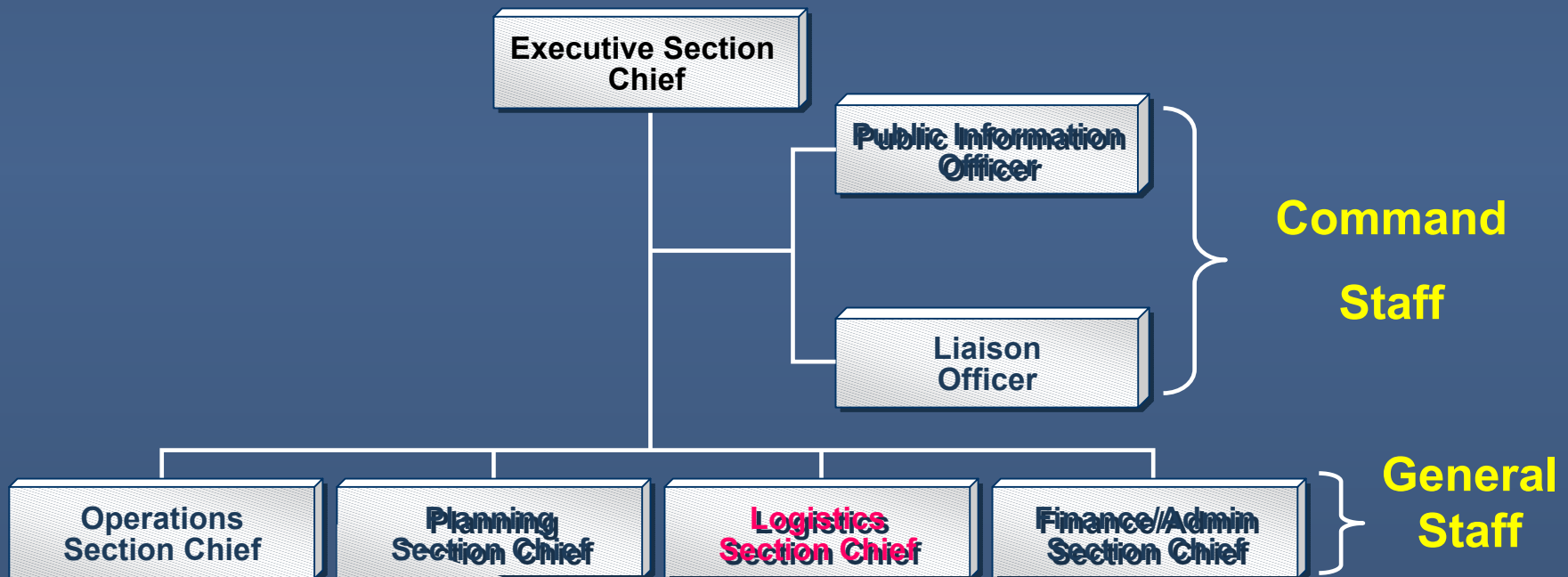
Every IAP must have four elements:

- What do we want to do?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?



EOC Chain-of-Command Chart

This is an overview of the Command Structure for operations within the EOC.



EOC Logistics Section Chief



Logistics Section Chief

The Logistics Section Chief:

- **Provides resources and services required to support incident activities.**
- **Develops portions of Incident Action Plan and forwards them to Planning Section.**
- **Contracts for and purchases goods and services needed at the incident.**

Logistics Section

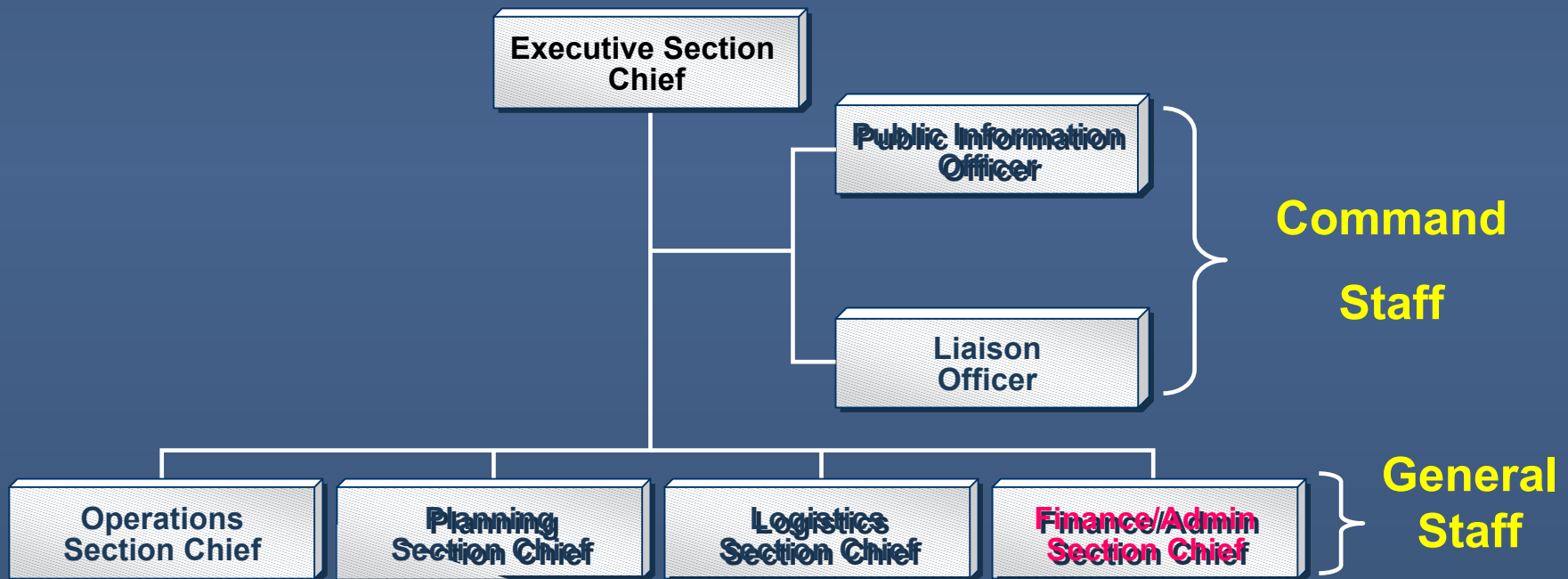
Responsible for:

- **Communications.**
- **Medical support to incident personnel.**
- **Food for incident personnel.**
- **Supplies.**
- **Facilities.**
- **Ground support.**



EOC Chain-of-Command Chart

This is an overview of the Command Structure for operations within the EOC.



EOC Finance/Administration Section Chief

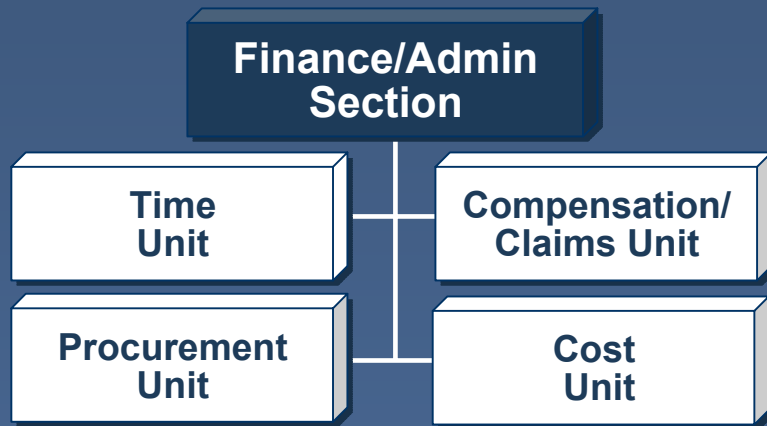


Finance/Administration
Section Chief

The Finance/Admin Section Chief:

- Is responsible for financial and cost analysis.
- Oversees contract negotiations.
- Tracks personnel and equipment time.
- Processes claims for accidents and injuries.
- Works with Logistics to ensure resources are procured.

Finance/Administration Section



- **Contract negotiation and monitoring**
- **Timekeeping**
- **Cost analysis**
- **Compensation for injury or damage to property**