

Emergency Operations Center (EOC) Skillset: Operations Branch Director

Task Category:

- Operations Branch Director Activation Phase Checklist
- Operations Branch Director Operational Phase Checklist
- Operations Branch Director Demobilization Phase Checklist

Task Categories: Complete Operations Branch Director SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Coordinate with the Liaison Officer regarding the need for outside representatives in the Operations Branch as required.	C, E, F, I, T, A		
3. Obtain a current communications status briefing from the Center Support Section Chief. Ensure there is adequate equipment and talk groups available for the Operations Branch.	C, E, F, I, T, A		
4. Identify key issues currently affecting the branch. Meet with branch personnel and determine appropriate actions.	C, E, F, I, T, A		
5. Review responsibilities of the branch and Resource Tracking Unit. Develop a plan/process detailing a strategy for carrying out objectives.	C, E, F, I, T, A		
6. As appropriate, assist Operations Branch staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		

Task Categories: Complete Operations Branch Director SEOC Operational Phase Checklist

7. Maintain an Activity Log (ISM 214) and ensure that everyone in the Operations Branch maintains an Activity Log (ISM 214) and other necessary documents and files.	C, E, F, I, T, A		
8. Establish and maintain a communications link between the On-scene Incident Commander and the SEOC for the purpose of coordinating the overall response, off-incident resource requests, and event status information.	C, E, F, I, T, A		
9. Coordinate with the Logistics Branch and On-scene Incident Command to establish priorities for resource allocation within the operational area.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. In coordination with the Situational Awareness Section, determine the status of transportation routes in and around the affected area and communicate information to the on-scene Incident Command and Resources Support Section Chief.	C, E, F, I, T, A		
11. Develop the Transportation Plan to (1) identify routes of ingress and egress for the movement of response personnel, the affected population, and resources, and (2) support SEOC operations.	C, E, F, I, T, A		
12. Support the Resource Tracking Unit to ensure all resources are tracked and accounted for, including resources ordered through mutual aid and State resources deployed to other jurisdictions via mutual aid.	C, E, F, I, T, A		
13. Attend and participate in SEOC IAP Planning Meetings.	C, E, F, I, T, A		
14. Support the needs of West Virginia law enforcement and public safety field operations.	C, E, F, I, T, A		
15. Support the needs of State firefighting, emergency medical service (EMS), and hazardous materials (HazMat) field operations.	C, E, F, I, T, A		
16. Support the needs of State search and rescue field operations.	C, E, F, I, T, A		
17. Support the needs of State mass care operations.	C, E, F, I, T, A		
18. Support the needs of State hospital and public health operations.	C, E, F, I, T, A		
19. Support survey and repair of local infrastructure systems including streets and roads within the jurisdictional area.	C, E, F, I, T, A		
20. Support survey of public and private facilities, assessing the damage to such facilities and coordinating the repair of damage to public facilities.	C, E, F, I, T, A		
21. Address Operations Branch objectives, as stated in SEOC IAPs, to ensure completion within the operational period or within the estimated time frame.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
22. Provide the Resources Support Section Chief with a branch status report and communicate any significant issues.	C, E, F, I, T, A		
23. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Operations Branch Director SEOC Demobilization Phase Checklist

24. As directed by the Resources Support Section Chief, deactivate the Resource Tracking Unit and any organizational elements when no longer required. Ensure all paperwork is complete and logs are closed and sent to the Planning Support Section.	C, E, F, I, T, A		
25. Ensure that any open actions area assigned to appropriate agency and/or SEOC Staff.	C, E, F, I, T, A		
26. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		