

Emergency Operations Center (EOC) Skillset: Resources Support Section Chief

Task Category:

Resources Support Section Chief Activation Phase Checklist

Resources Support Section Chief Operational Phase Checklist

Resources Support Section Chief Demobilization Phase Checklist

Task Categories: Complete Resources Support Section Chief SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Receive initial briefing from SEOC Director that includes initial priorities for the SEOC based on status and information from On-scene Incident Commander, if assigned.	C, E, F, I, T, A		
3. Ensure the Resources Support Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	C, E, F, I, T, A		
4. Based on the situation, activate branches/units within the Resources Support Section. Operations Branch Resource Tracking Unit Logistics Branch	C, E, F, I, T, A		
5. Ensure sufficient staff is available for SEOC operational periods as required.	C, E, F, I, T, A		
6. Ensure an effective resource request and management process to prioritize and validate resource requests from the On-scene Incident Commander. This should be done prior to acting upon a request.	C, E, F, I, T, A		
7. Meet with the SEOC Director to identify immediate resource needs.	C, E, F, I, T, A		
8. Determine the level of purchasing authority for the Resources Support.	C, E, F, I, T, A		
9. Assist in developing objectives for Resources Support Section, and plan to accomplish objectives within the first operational period or in accordance with the time frame established in the SEOC IAP.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	C, E, F, I, T, A		
11. As appropriate, assist Resources Support Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		

Task Categories: Complete Resources Support Section Chief SEOC Operational Phase Checklist

12. Meet regularly with Resources Support Section staff and work to reach consensus on Resources Support Section objectives for forthcoming operational periods.	C, E, F, I, T, A		
13. Ensure Resources Support Section status reports are provided to the SEOC Director, Situational Awareness Section, and Planning Support Section, and Finance/Administration Branch Director on a regular basis or as the situation requires.	C, E, F, I, T, A		
14. Ensure the Resources Support Section's Activity Logs (ISM 214) and other necessary files are established and maintained.	C, E, F, I, T, A		
15. Attend and participate in Planning Meetings.	C, E, F, I, T, A		
16. Provide periodic section status reports to the SEOC Director, Situational Awareness Section Chief, and Planning Support Section Chief.	C, E, F, I, T, A		
17. Ensure displays associated with the Resources Support Section are current and information is posted in a legible and concise manner.	C, E, F, I, T, A		
18. Oversee the procurement process, development of cost estimates, time keeping, purchasing, mutual aid requests, and other ad hoc financial or resource-related topics defined during operations.	C, E, F, I, T, A		
19. Ensure all financial records are maintained throughout the incident and keep the SEOC Director apprised of the current fiscal situation and other related matters.	C, E, F, I, T, A		
20. Ensure all on-duty time sheets are collected from SEOC-assigned personnel and departments are collecting this information from field-level supervisors or On-scene Incident Commanders and staff.	C, E, F, I, T, A		

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21. Ensure continuity of the payroll process for all WVEMD employees responding to the event or disaster.	C, E, F, I, T, A		
22. Ensure all travel and expense claims are processed in a reasonable time, given the nature of the situation.	C, E, F, I, T, A		
23. Ensure workers' compensation claims resulting from the response are processed in a reasonable time, given the nature of the situation.	C, E, F, I, T, A		
24. Ensure all recovery documentation and disaster financial assistance paperwork is accurately maintained during the response and submitted on the appropriate forms to FEMA and/or WVEMD.	C, E, F, I, T, A		
25. Ensure support is provided to West Virginia field operations, including law enforcement and public safety; firefighting, EMS, HazMat; search and rescue; mass care; and hospital and public health.	C, E, F, I, T, A		
26. Ensure the Resources Support Section's branches coordinate relevant activities with appropriate SEOC sections.	C, E, F, I, T, A		
27. Ensure all resource requests for the SEOC and all off-incident ordering are received, processed, and fulfilled (if request is valid and fillable).	C, E, F, I, T, A		
28. Ensure 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		
29. As appropriate, assist Resources Support Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		
30. Provide Resources Support Section staff with information updates via section briefings, as required.	C, E, F, I, T, A		
31. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
32. With the Demobilization Unit, identify high-cost resources that could be demobilized early and advise other Section Chiefs.	C, E, F, I, T, A		

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Tasks	Code	Evaluation Record #	Evaluator Initials and Date
33. Determine demobilization status of the Resources Support Section and advise the SEOC Director and Demobilization Unit.	C, E, F, I, T, A		
34. Ensure development of the final cost summary report for the emergency or incident.	C, E, F, I, T, A		
35. Complete all Activity Logs (ISM 214) and documentation and forward to the Planning Support Section.	C, E, F, I, T, A		
36. Ensure any open actions are assigned to appropriate Resources Support Section staff or other SEOC sections to follow up on.	C, E, F, I, T, A		
37. Ensure all expenditures and financial claims have been coordinated through the Finance/Administration Branch.	C, E, F, I, T, A		
38. Provide input towards the SEOC After-Action Report.	C, E, F, I, T, A		
39. Complete the tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		