

Emergency Operations Center (EOC) Skillset: Situational Awareness Section Chief

Task Categories:

Situational Awareness Activation Phase Checklist

Situational Awareness Operational Phase Checklist

Situational Awareness Demobilization Phase Checklist

Task Category: Complete Situational Awareness 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 Situational Awareness Section is set up properly and that appropriate personnel, equipment, and supplies are in place.	C, E, F, I, T, A		
4. Based on the situation, activate units within the Situational Awareness Section. <ul style="list-style-type: none"> • Community Lifelines Unit • Hazard Analysis Unit • Media Analysis Unit 	C, E, F, I, T, A		
5. Contact activated Incident Command Post(s) and establish a schedule for obtaining situation reports.	C, E, F, I, T, A		
6. Based on the incident, determine the need to separate the coordination of collection, analysis, and sharing of incident-related intelligence and investigative information into a separate Intelligence Unit.	C, E, F, I, T, A		
7. Ensure adequate staffing to collect and analyze incoming information situational awareness products and disseminate approved products.	C, E, F, I, T, A		
8. Meet with the Resources Support Section Chief and Operations Branch, if activated, and review any major incident reports.	C, E, F, I, T, A		
9. Review responsibilities within the Situational Awareness Section and develop an approach for carrying out these responsibilities.	C, E, F, I, T, A		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Identify Situational Awareness Section objectives to accomplish during the initial operational period.	C, E, F, I, T, A		
11. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	C, E, F, I, T, A		
12. As appropriate, assist Situational Awareness Section staff in gaining field response points of contact to improve field/EOC operations interface (may require assistance from the Resources Support Section).	C, E, F, I, T, A		

Task Category: Complete Situational Awareness SEOC Operational Phase Checklist

13. Ensure the Situational Awareness Section's Activity Logs (ICS 214) and other necessary files are established and maintained.	C, E, F, I, T, A		
14. Ensure major incident reports and branch status reports are completed by the Resources Support Section and accessible by the Situational Awareness Section.	C, E, F, I, T, A		
15. Ensure the collection and analysis (vetting/validation) of incident information from field contacts, SEOC staff, news feeds, social media feeds, and hazard-specific sources (e.g., National Weather Services). Include appropriate information in situational awareness products.	C, E, F, I, T, A		
16. Ensure development and maintenance of an up-to-date situational outlook.	C, E, F, I, T, A		
17. Ensure an SEOC SITREP is produced, approved, and distributed to SEOC sections in a timeframe defined by the SEOC Director. Note: Commonly at least once prior to the end of the operational period but may be more frequent or less frequent based on operational tempo.	C, E, F, I, T, A		
18. Upon request by the SEOC Director or policy-level leadership, prepare additional situational awareness products and/or provide update briefings.	C, E, F, I, T, A		
19. With approval of the SEOC Director, disseminate situational awareness products to appropriate trusted partners based on specific product designations or classifications.	C, E, F, I, T, A		
20. Ensure all status boards, maps, and other displays are kept current and posted information is accurate, neat, and legible.	C, E, F, I, T, A		

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21. Ensure the PIO has immediate and unlimited access to all status reports and displays.	C, E, F, I, T, A		
22. Ensure the Situational Awareness Section staff provides appropriate information to On-scene Incident Command to inform decision-making process.	C, E, F, I, T, A		
23. Ensure damage assessment is conducted according to the procedures outlined in Appendix A: Damage Assessment Process.	C, E, F, I, T, A		
24. Ensure the Situational Awareness Section develops and distributes a report that highlights potential events or conditions likely to occur beyond the forthcoming operational period, particularly those situations that may influence the overall priorities of the SEOC.	C, E, F, I, T, A		
25. Conduct periodic briefings with Situational Awareness Section staff and work on section objectives for forthcoming operational periods.	C, E, F, I, T, A		
26. Work closely with other Situational Awareness Section staff to ensure the section's objectives, as defined in the current SEOC IAP, are being addressed.	C, E, F, I, T, A		
27. Ensure fiscal requirements are coordinated through the Finance/Administration Branch.	C, E, F, I, T, A		
28. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Category: Complete Situational Awareness SEOC Demobilization Phase Checklist

29. . Determine demobilization status of Situational Awareness Section and advise SEOC Director	C, E, F, I, T, A		
30. Complete all logs and documentation and forward to the Documentation Unit.	C, E, F, I, T, A		
31. Ensure any open actions are assigned to appropriate staff of other SEOC sections.	C, E, F, I, T, A		
32. Ensure all expenditures have been coordinated through the Finance/Administration Branch.	C, E, F, I, T, A		
33. Provide input towards the SEOC After-Action Report.	C, E, F, I, T, A		
34. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		