

# **EOC Manager**

## **Responsibilities**

### **I. Preparation**

- See that supplies and equipment in the EOC are stocked, maintained, and ready for an event
- Work with all EOC staff so that they are trained in their duties and responsibilities

### **II. Response**

- Activate the EOC
- Activate call out list and notify EOC staff and ESF coordinators of emergency
- Notify the Commissioners of the emergency situation and brief them upon their arrival at the EOC
- Develop staffing plan to maintain extended or 24-hour operations if needed
- Ensure the EOC runs smoothly
- Oversee the administrative staff and ensure that clerical help is available during activation

### **III. Recovery**

- Transition EOC into Recovery Coordination Center
- Develop Recovery staffing plan