



## **Infrastructure Branch Director Responsibilities:**

Reviews the EOC Common Responsibilities Checklist  
Provides infrastructure input to the EOC Incident Action Plan and briefings  
Ensures group supervisors contribute to the situation report

### **Reports to:**

EM Director/EOC Manager

### **Supervises:**

Transportation Group Supervisor  
Communications Group Supervisor  
Public Works and Engineering Group Supervisor  
Energy Group Supervisor

### **Activation Phase:**

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Receives assignment and briefing from EOC Manager during Initial EOC Strategy Meeting
- Assesses level of services needed and initiates request for resources
- Ensures group supervisors are briefed on situation and responsibilities
- Identifies any immediate human service needs

### **Operational Phase:**

- Maintains position log in WEBEOC
- Ensures group supervisors assign and monitor tasks in support of EOC objectives
- Updates Operations Section Chief on branch activities
- Ensures group supervisors have support to complete assigned tasks
- Prioritizes requests for services
- Coordinates activities with other agencies and organizations
- Maintains resource status, keeping track of number and types of resources being utilized
- Tracks and reports status of utilities
- Ensures communications with various private utility companies are established and maintained throughout event
- Ensures that state and federal agencies are notified of environmental issues and mitigation activities
- Maintains contact with regional and state transportation agencies to coordinate activities and resources
- Provides infrastructure input to the EOC Public Information Officer

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures demobilization process is communicated to the state and federal agencies

**Unique Resources Required:**

- N/A