

## **Public Safety Branch Director Responsibilities:**

Reviews the EOC Common Responsibilities Checklist  
Provides public safety input to the EOC Incident Action Plan and briefings  
Ensures group supervisors contribute to the situation report  
Coordinates, organizes and prioritizes resource requests

### **Reports to:**

Operations Section Chief

### **Supervises:**

Firefighting/EMS Group Supervisor  
Search and Rescue Group Supervisor  
Hazardous Materials Group Supervisor  
Law Enforcement Group Supervisor

### **Activation Phase:**

- Maintain an overall vision of safety during all processes.
- Initiates position log
- Receives assignment and briefing from EOC Manager during Initial EOC Strategy Meeting
- Determines staffing levels needed within the branch and requests staffing
- Ensures group supervisors are briefed on situation and responsibilities
- Identifies any immediate or impending public safety needs

### **Operational Phase:**

- Maintain position log
- Implements administrative directives from EOC Operations Section Chief
- Updates EOC Operations Section Chief on branch activities
- Ensures group supervisors have adequate support to complete assigned tasks
- Communicates reporting expectations to group supervisors in branch
- Resolves overlapping and/or duplicative resource requests within the branch

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Maintains connectivity in support of public safety functions throughout demobilization

### **Unique Resources Required:**

- Communication device compatible with Incident Command

