

### **EOC Safety Officer Responsibilities:**

Reviews the EOC Common Responsibilities Checklist

Ensures risk management practices are applied throughout the EOC

Provides advice on safety and health issues and has the authority to halt or modify unsafe operations within or outside the scope of the EOC Incident Action Plan, notifying the EOC Manager of actions taken

Coordinates with the EOC Support Branch to ensure that appropriate security measures have been established for authorized access to the EOC facility and documentation is maintained

#### **Reports to:**

EM Director/EOC Manager

#### **Supervises:**

Assistant EOC Safety Officer (if assigned)

#### **Activation Phase:**

- Maintain an overall vision of safety during all processes.
- Initiates position log
- Performs a risk identification and analysis of the EOC site and operations
- Tours the entire facility and determines the scope of ongoing and future operations
- Monitors set-up procedures for the EOC ensuring that proper safety regulations are followed
- Oversees that security checkpoints have been established at all EOC entrances

#### **Operational Phase:**

- Maintains position log
- Assesses damage and loss, working with Situation Unit Leader and the Financial Support Unit Leader
- Coordinates with the EOC Facility Unit Leader to become familiar with and mitigate any hazardous conditions in the facility
- Conducts regular inspections of the facility
- Coordinates with Support Branch Director to obtain assistance for any special safety requirements
- Coordinates with EOC Finance and Administration Section Chief on any EOC personnel injury claims or records preparation as for proper case evaluation and closure
- Coordinates with Support Branch Director to monitor security checkpoints and EOC facility access
- Addresses any security issues with the Support Branch Director or EOC Manager recommending improvements
- Ensures food safety

- Monitors the physical and mental well-being of the EOC personnel and makes appropriate recommendations
- Monitors severe weather forecasts for conditions threatening the EOC
- Ensures EOC Evacuation Plan is updated and has been included in EOC Shift Briefing

**Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Assists the EOC Manager in demobilization activities by collecting all relevant papers and electronic records
- Collects all material for post-operation reporting procedures

**Unique resources required:**

- N/A