



Operations Section Chief	
Responsibilities:	<p>The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites.</p> <ol style="list-style-type: none"> 1. Maintain Communications – Establish communication links with Incident Command Posts, Department Operation Centres, and the Provincial Regional EOC, if activated. 2. Participate in EOC Action Planning Meetings – Prepare Section objectives for presentation at EOC action planning meetings, at least once in each operational period. 3. Coordinate Response – Direct the coordination of operations in cooperation with other agencies. 4. Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with Logistics and the PREOC. 5. Share Operational Information – Collect and distribute operational information to Planning, Information Officer, and other Sections. 6. Manage the Operations Section – Establish the appropriate Operations Section Branches or Divisions and continuously monitor organizational effectiveness.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Based on the situation, activate appropriate branches and designate Branch Coordinators as necessary: <ul style="list-style-type: none"> ▪ Fire ▪ Police ▪ Ambulance ▪ Health ▪ Emergency Social Services ▪ Environmental ▪ Engineering ▪ Utilities ▪ Others as needed
Main Checklist:	<ol style="list-style-type: none"> 1. Maintain Communications <ul style="list-style-type: none"> <input type="checkbox"/> <u>Determine Status</u> – Obtain a current communications status briefing from the EOC Logistics Section Chief. <input type="checkbox"/> <u>Obtain Equipment</u> – Ensure that there is adequate equipment and frequencies available for the Operations Section. Work with the EOC Logistics Section Chief. <input type="checkbox"/> <u>Establish Communications</u> – Establish and maintain communication links (e.g., radio or telephone contact) with the Operations Section in each Incident Command Post, in each activated Reception Center, and with the PREOC Operations.



Operations Section Chief

2. Participate in EOC Action Planning Meetings

- Determine Issues and Objectives – Identify key issues currently affecting the Operations Section. Meet with Section personnel and determine appropriate section objectives for each operational period.
- Determine Needs – Based on the known or forecasted situation, determine likely future needs of the Operations Section.
- Contribute to Action Plans – Prepare for and participate in EOC Action Planning meetings and other relevant EOC Management Team meetings (See form EOC 401A for Briefing Format).
- Determine Strategies – Detail the strategies required for carrying out the objectives of the Operations Section.

3. Coordinate Response

- Implement Objectives – Work closely with each Branch Coordinator in the Operations Section to ensure implementation of all objectives defined in the current Action Plan.
- Coordinate Response – Coordinate overall response, resources and event status information.

4. Coordinate Resource Requests

- Coordinate Internal Resource Requests – Ensure that Operations Section branches coordinate all initial resource needs through the Logistics Section.
- Coordinate External Resource Requests – Authorize external resource requests and forward extraordinary and critical resource requests to the EOC Director for approval (see form EOC 514). Ensure the proper codes are noted on the Resource Request Form and on all invoices to support a claim for financial assistance, including the PEP Task Number and Expenditure Authorization Form Number, if applicable.
- Coordinate Mutual Aid Requests, If Required – Forward requests for mutual aid under existing agreements to the EOC Director for consultation with the municipality Policy Group. Requests for assistance should be made by the mayor or council to the local authority providing resources.
- Track Costs – Alert the Finance / Admin Section Chief of the request to track costs.

5. Share Operational Information

- Keep Planning Section Informed – Ensure that situation and resources information is provided to the Planning Section as the situation requires, including Branch Status Reports and new incoming incident reports.



Operations Section Chief	
	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Keep EOC Director Informed</u> – Brief the EOC Director and other EOC Group members. <input type="checkbox"/> <u>Brief Operations Section</u> – Brief Branch Coordinators and Section Staff periodically on any updated information you may have received. <input type="checkbox"/> <u>Keep PREOC Informed</u> – Share status information with PREOC, as appropriate. <p>6. Manage the Operations Section</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Set Up Section</u> – Ensure that the Operations Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards. <input type="checkbox"/> <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section from the Personnel Unit to maintain 24-hour staffing capabilities, as necessary. Coordinate with Liaison Officer regarding the need for Agency Representatives from external organizations. <input type="checkbox"/> <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required. <input type="checkbox"/> <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Operations Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Briefing Format (Form EOC 401A). <input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Deactivate branches and any organizational elements when no longer required. <input type="checkbox"/> Determine demobilization status of operations, advise EOC Director. <input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit in the Planning Section. <input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • EOC Briefing Format (Form EOC 401A) • Position Log (Form EOC 414) • Request for Resources or Assistance (Form EOC 514)



Fire Branch Coordinator	
Responsibilities:	<p>The EOC Fire Branch Coordinator manages fire resource requests in support of Incident Commanders at one or more sites. The Fire Branch does not direct suppression or rescue activities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> 1. Coordinate resources for major structural fire – Coordinate the acquisition of fire / rescue resources, call utilities and allocate crews to sites according to EOC priorities. 2. Coordinate hazardous materials response – Coordinate contacts for response personnel and equipment if requested by Incident Commander. 3. Coordinate structural protection during wildland/urban interface fire – Coordinate structural fire resources operating in unified command with BC Forest Service. 4. Coordinate light and heavy search and rescue – Coordinate search and rescue operations in collapsed structures, including mutual aid. 5. Manage the Fire Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Based on the situation, activate the necessary groups within the Fire Branch: <ul style="list-style-type: none"> ▪ Structural Fire Suppression Group ▪ Hazmat Group ▪ Wildland Fire Suppression Group ▪ Search and Rescue Group
Main Checklist:	<ol style="list-style-type: none"> 1. Coordinate Resources for Major Structural Fire <ul style="list-style-type: none"> <input type="checkbox"/> <u>Coordinate Fire Resources</u> – Coordinate fire resources acquired outside mutual aid. The EOC Logistics Section will mobilize and arrange to transport these resources. NOTE: Incident Commanders control response activities at the site of an emergency. Incident Commanders are authorized to request and control structural fire resources available through mutual aid. <input type="checkbox"/> <u>Allocate Resources by Priorities</u> – Allocate resources to Incident Commanders based on EOC priorities among several sites, in consultation with the EOC Director. <input type="checkbox"/> <u>Work with Other EOCs</u> – Coordinate use of area fire suppression resources with the Fire Branch Coordinators at other EOCs. <input type="checkbox"/> <u>Ensure Preservation of Evidence</u> – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity, such as suspected act of terrorism.



Fire Branch Coordinator

2. Coordinate Hazardous Materials Response

- Contact Shippers – If requested by Incident Commander, contact private company suppliers, who are responsible for emergency response plans and the costs of response under the federal Transportation of Dangerous Goods Act, Section 7.
- Alert PEP – Notify PEP for "fan-out" alert of incident and resource requirements, including the Environmental Emergency Response Officer from the Ministry of Water, Land and Air Protection.
- Relay CANUTEC Information – Contact the Canadian Transport Emergency Center (CANUTEC) at Transport Canada and coordinate the exchange of information and instructions to the site, if requested by Incident Commander.
- Access Expertise – Contact PREOC for permission to access hazardous materials experts and equipment, if requested by Incident Commander.
- Arrange for Technical Specialists – Contact technical specialists at a Lower Mainland Fire Department, e.g., Surrey, if requested by Incident Commander.

3. Coordinate Structural Protection During Wildland/Urban Interface Fire

- Coordinate Structural Protection Resources – Arrange for and coordinate resources for structural fire protection. NOTE: Fire Chiefs or designates will join BC Forest Service Incident Commander in unified command, and Fire Department personnel will report to Operations Section Chief at the Incident Command Post.
- Work with Office of the Fire Commissioner – Liaise with Provincial Fire Commissioner, as required, to coordinate fire protection resources from external agencies.

4. Coordinate Light and Heavy Search and Rescue

- Coordinate Urban SAR (search of buildings) – Coordinate light and heavy urban search and rescue efforts in support of site operations. NOTE: All ground and inland waters search and rescue operations are coordinated through the Police Branch.
- Acquire Additional Resources – Contact the PREOC for assistance with Heavy Urban Search and Rescue, if required.



Fire Branch Coordinator

	<p>5. Manage the Fire Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Work with Office of the Fire Commissioner</u> – Liaise with Provincial Fire Commissioner for hazards involving fire and explosion, as required. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Fire Branch for the coming operational period. Provide Fire Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Fire Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Forward any input towards the After Action Report to the Operations Section Chief. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Request for Resources or Assistance (EOC Form 514) • Position Log (EOC Form 414)



Police Branch Coordinator	
Responsibilities:	<p>The Police Branch Coordinator manages Police resource requests in support of Incident Commanders at one or more sites. The Police Branch does not direct Police activities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> 1. Enforce Laws During Emergency – Coordinate law enforcement operations to provide for the security of people and property. Request and coordinate Police mutual aid. 2. Secure Affected Area(s) – Control access to affected areas, secure sites for subsequent investigation, and preserve evidence. 3. Control Traffic – Coordinate traffic control, and clear routes for emergency vehicles. 4. Coordinate Ground Search and Rescue – Coordinate ground search and rescue operations within the jurisdiction, including mutual aid. Coordinate services for the deceased with support of Coroner. 5. Implement Evacuation Orders – Inform affected persons of evacuation alerts and orders, organize the transportation of evacuated persons to safety through Logistics Section, and secure evacuated areas. 6. Manage the Police Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Based on the situation, activate the necessary units within the Police Branch: <ul style="list-style-type: none"> ▪ Evacuation Unit ▪ Police Operations Unit ▪ Coroner Unit ▪ Search and Rescue Unit
Main Checklist:	<ol style="list-style-type: none"> 1. Enforce Laws During Emergency <ul style="list-style-type: none"> <input type="checkbox"/> <u>Coordinate Site Operations</u> – Coordinate law enforcement operations at one or more sites during a major emergency or disaster. <input type="checkbox"/> <u>Arrange for Mutual Aid</u> – Determine the need for and arrange for Police mutual aid.



Police Branch Coordinator

2. Secure Affected Area(s)

- Control Area Access – Establish perimeters and control points around the affected area to control access, if requested by Incident Commander.
- Support Investigations – Secure site for subsequent investigation.
- Preserve Evidence – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity or negligence.
- Secure Marine Access to Area – As appropriate, advise PEP to initiate “Notice to Mariners.”

3. Control Traffic

- Control Area Traffic – Working with Incident Commanders, coordinate area-wide traffic control operations during a major emergency.
- Keep Emergency Vehicle Routes Open – Upon request of Incident Commanders, clear routes for emergency vehicles.

4. Coordinate Ground Search and Rescue

- Coordinate Ground SAR – Coordinate all ground and inland waters search and rescue operations in the jurisdiction. NOTE: Light and heavy search and rescue (digging through buildings) is coordinated through the Fire Branch.
- Support Coroner Services – Determine need for Coroner's services, and confirm that the Coroner has been alerted. Ensure Coroner activities are coordinated within the Police Branch of the EOC. Body recovery is a shared responsibility in support of Coroner.
- Coordinate Services for Deceased – Coordinate services for the deceased and their immediate families, including notification of next-of-kin and information to family members.

5. Implement Evacuation Orders

- Assess Population to Be Evacuated – Prepare map of area to be evacuated, determine number of evacuees, and identify any special considerations.
- Identify Evacuation Routes – Prepare a map of evacuation routes, including aquatic / aircraft evacuation points. Working with ESS Director, identify destinations for evacuees.
- Implement Evacuation Alerts and Orders – Coordinate the issuance of evacuation alerts and orders to affected persons, as requested by the EOC Director, including door-to-door visits and commercial radio messages.
- Coordinate Neighbourhood Evacuation – Deploy personnel to inform residents of alert or evacuation order. Coordinate community groups through the Community Coordinator.



Police Branch Coordinator	
	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Transport Evacuees</u> – Coordinate the transportation of evacuated persons to safety, as required and in cooperation with EOC Logistics Branch. <input type="checkbox"/> <u>Monitor Evacuation</u> – Sweep evacuated area, if safe to do so. Collect and summarize reports from traffic control points on vehicle numbers leaving evacuated area. <input type="checkbox"/> <u>Secure Evacuated Areas</u> – Coordinate security patrols of evacuated areas to prevent theft and vandalism, where safe to do so. Establish an access permit system to allow temporary access to evacuated areas, if approved by Incident Commander. <p>6. Manage the Police Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Work with PREOC</u> – Liaise with the PREOC for coordination of resources, as required. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Fire Branch for the coming operational period. Provide Police Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Police Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Determine demobilization status of branch units and Police operations. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> • Annex B - Evacuations and Public Warnings <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414) • Steps in a Legal Evacuation • Evacuation Alert Bulletin • Evacuation Order Bulletin • Shelter-in-Place Bulletin • All Clear Bulletin



Ambulance Branch Coordinator	
Responsibilities:	<p>The Ambulance Branch Coordinator manages ambulance resource requests in support of Incident Commanders at one or more sites. The Ambulance Branch does not direct activities at the site, but allocates resources to meet EOC priorities. If two or more EOCs are activated, ambulance resources will be coordinated regionally through the PREOC.</p> <ol style="list-style-type: none"> 1. Determine Need for Ambulance Resources – Determine need for ambulance resources among site Safety Officers and other Operations Section Branch Coordinators within the EOC. 2. Coordinate Ambulance Resources – Determine the availability of ambulance resources in the local area and region, and ensure appropriate resources are identified and mobilized. 3. Distribute Casualties to Hospitals – Coordinate the transportation of the injured to evenly distribute casualties among medical facilities. 4. Evacuate Health Care Facilities – Coordinate the transportation of persons evacuated from health care facilities, under the direction of the Incident Commander. 5. Manage the Ambulance Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Determine Need for Ambulance Resources <ul style="list-style-type: none"> <input type="checkbox"/> <u>Establish Site Communications</u> – Establish and maintain communication with the site(s). <input type="checkbox"/> <u>Determine Need to Assist Victims</u> – Determine status and need for ambulance resources. Coordinate with Incident Commanders to ensure adequate resources are available at rescue sites to triage, treat, and transport extricated victims. <input type="checkbox"/> <u>Determine Need to Assist First Responders</u> – Liaise with site Safety Officers and other EOC Operation Branch Coordinators to provide ambulance and first aid for responders. 2. Coordinate Ambulance Resources <ul style="list-style-type: none"> <input type="checkbox"/> <u>Identify Available Resources</u> – Determine the availability of BC Ambulance resources in the operational area and region. Ensure that all available auxiliary ambulance resources are identified and mobilized as required. <input type="checkbox"/> <u>Obtain Additional Ambulance Resources, As Needed</u> – Call in crews as required by the emergency.



Ambulance Branch Coordinator

	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Acquire Non-Ambulance Resources</u> – Coordinate with the Logistics Section to acquire non-ambulance transportation, such as local resources for moving the walking wounded, as required or requested. <input type="checkbox"/> <u>Coordinate Regional Resources</u> – Relocate ambulance resources within the region and from elsewhere in province to meet needs. <p>3. Distribute Casualties to Hospitals</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Coordinate Victim Transportation</u> – Coordinate the transportation of injured victims to appropriate medical facilities as required to ensure casualties are evenly distributed to receiving facilities. Coordinate destinations with regional Health Authority and PREOC. <input type="checkbox"/> <u>Keep Hospitals Informed</u> – Keep hospitals informed of the number of cases to expect. <p>4. Evacuate Health Care Facilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Coordinate Transportation of Medical Evacuees</u> – Coordinate the transportation of evacuated persons requiring medical care from any facility under evacuation alert or order, working with facility administrators. <p>5. Manage the Ambulance Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Work with PREOC</u> – Liaise with the PREOC for coordination of resources, as required. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Ambulance Branch for the coming operational period. Provide Ambulance Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Ambulance Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414)



Health Branch Coordinator	
Responsibilities:	<p>The Health Branch Coordinator ensures coordination of hospitals, health units, continuing care, mental health and environmental health within the area.</p> <ol style="list-style-type: none"> 1. Coordinate Preventative Measures in Public Health – The Health Branch Coordinator oversees community efforts to prevent illness from contaminated water or food during the emergency, including inspection of potable water, food delivery, and sewage systems. 2. Assist with Medical Transportation – Assist in identifying and mobilizing available ambulance resources, including air transportation. 3. Coordinate Health Care Facilities and Resources – Coordinate health care delivery, including special needs for pharmaceuticals, physically challenged or medically disabled persons, and care for displaced home care clients. Coordinate health care needs at Reception Centres. 4. Coordinate Additional Health Facilities – Coordinate establishing additional health facilities, such as an advanced treatment centre or 200 bed emergency hospitals. 5. Manage the Health Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Establish communications with Health Authority local EOC, and with Health Branches in other EOCs and at the PREOC. <input type="checkbox"/> Determine capability of Health Authority to treat casualties. <input type="checkbox"/> Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders, St. John Ambulance and private / industrial ambulances. <input type="checkbox"/> Assess and anticipate health services required to support the situation.
Main Checklist:	<ol style="list-style-type: none"> 1. Coordinate Preventative Measures in Public Health <ul style="list-style-type: none"> <input type="checkbox"/> <u>Coordinate Immunization and Epidemic Control</u> – Provide public health measures including epidemic control and immunization programs in consultation with Medical Health Officer. <input type="checkbox"/> <u>Monitor Potable Water</u> – Ensure that potable water supplies are inspected and monitored. <input type="checkbox"/> <u>Monitor Food Quality</u> – Ensure that food quality is regulated and inspected. <input type="checkbox"/> <u>Monitor Sewage Systems</u> – Ensure that sewage systems are operating at acceptable levels.



Health Branch Coordinator

- Coordinate Health Inspection of Mass Feeding – If mass feeding areas are established, advise Environmental Health Officers on locations for inspection purposes.
- Monitor Stress – Consider the need for critical incident stress debriefings for responders and affected persons.
- 2. Assist Ambulance Branch with Medical Transportation**
 - Advise Ambulance – Advise on ambulance resources and medical transport needs.
 - Assist Ambulance Resources – Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required.
 - Assist Medical Transportation – Assist with the transportation of injured victims and health care personnel to appropriate medical facilities as required or requested.
 - Assist Acquiring Non-Ambulance Transportation – Coordinate with the Logistics Section to acquire suitable non-ambulance transportation, such as buses for injured.
 - Assist Medical Air Transportation – Coordinate air transportation with Air Operations Branch.
 - Assist Distribution of Casualties – Assist the Ambulance Branch Coordinator in ensuring that casualties are evenly distributed to receiving facilities.
- 3. Coordinate Health Care Facilities and Resources**
 - Assist Acquiring Health Supplies – Coordinate with the Logistics Section and the Health Authority to obtain necessary supplies and equipment to support local health emergency response.
 - Assist Acquiring Pharmaceuticals – Assist with the coordination of pharmaceuticals as required or requested.
 - Coordinate Support for Disabled – Coordinate and support health services for physically challenged or medically disabled persons.
 - Assist Other Health Care – Assist with the coordination of other health care resources as required or requested.
 - Assist Sheltering Home-Care Clients – Liaise with ESS Branch Coordinator to assist with sheltering of displaced home care clients if needed.
 - Coordinate Health Services at Reception Centres – Coordinate health care needs at Reception Centres with ESS Branch Coordinator and contact the Health Authority if service delivery cannot be maintained.



Health Branch Coordinator	
	<p>4. Coordinate Additional Health Facilities</p> <p><input type="checkbox"/> <u>Coordinate Extra-ordinary Health Facilities</u> – Coordinate moving and establishing advanced treatment centre and/or 200 bed emergency hospitals, if needed. The activation and deployment of these units will be determined by the Health Authority and the BC Ambulance Service. (Note: These units are not small and take time to establish.)</p> <p>5. Manage the Health Branch</p> <p><input type="checkbox"/> <u>Work with PREOC</u> – Liaise with the PREOC for coordination of regional resources, as required.</p> <p><input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Health Branch for the coming operational period. Provide Health Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.</p> <p><input type="checkbox"/> <u>Report on Status</u> – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section.</p> <p><input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).</p>
Before Leaving:	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Request for Resources or Assistance (EOC Form 514) • Position Log (Form EOC 414)



Emergency Social Services Branch Coordinator	
Responsibilities:	<p>The ESS Branch Coordinator works with volunteer and private agencies in the community to provide food, clothing, shelter and other essential services as required for evacuees, displaced persons, and disaster victims in the affected area.</p> <ol style="list-style-type: none"> 1. Determine Need for ESS – Determine status of emergency and assess the level of ESS needed with EOC Director. 2. Acquire ESS Resources – Call-out ESS volunteers, and ensure that other appropriate ESS resources are identified and alerted. 3. Coordinate Reception Centres and Other ESS Services – Coordinate the delivery of food, clothing, shelter, health and other essential services for disaster victims in the area. 4. Coordinate Community Health Services – Liaise between the Reception Centres and the Health Authority for the provision of health services. 5. Manage the ESS Branch – Oversee the development of branch objectives, status reports, and daily expenditures. Liaise with PEP to coordinate regional resources, as required.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Determine Need for ESS <ul style="list-style-type: none"> <input type="checkbox"/> <u>Determine ESS Needs</u> – Determine status of emergency and assess the level of ESS needed. <input type="checkbox"/> <u>Identify PEP Task Number</u> – Note PEP Task Number and relay it to all Reception Centre Managers. 2. Acquire ESS Resources <ul style="list-style-type: none"> <input type="checkbox"/> <u>Alert ESS Teams</u> – Initiate call-out to ESS Volunteers and ESS agencies (e.g., Red Cross, Salvation Army) and advise to "stand-by." <input type="checkbox"/> <u>Activate Reception Centres</u> – Open one or more Reception Centers, Group Lodgings or other alternate services. <input type="checkbox"/> <u>Transport ESS Resources</u> – Coordinate with the EOC Transportation Unit to arrange suitable transportation for ESS volunteers and supplies, as needed. Refer to Annex E for resource contacts. <input type="checkbox"/> <u>Coordinate ESS Mutual Aid</u> – Request ESS mutual aid from other communities, if required. Work with Logistics to ensure proper resource request procedures are followed.



Emergency Social Services Branch Coordinator

3. Coordinate Reception Centres and Other ESS Services

- Acquire Communications – Work with the EOC Logistics Section Chief to ensure telephone and/or radio communications are established with: 1) Reception Centres, 2) Group Lodging Sites, 3) Other ESS support agencies, 4) and 5) PREOC.
- Coordinate Resource Delivery – Coordinate the delivery of food, clothing, shelter, health services, and other essential services for disaster victims. Coordinate ESS resources with local suppliers and private agencies.
- Monitor Status of Reception Centres – Determine the status of Reception Centres and any needs for resources. Develop and maintain a status board or other reference that depicts 1) Location of each Reception Centre, 2) Name of the Reception Centre Manager, 3) Phone and fax numbers for the Reception Centre, and 4) Number of persons processed by date and in total.
- Authorize ESS Expenditures – Ensure emergency expenses and extensions for ESS are pre-authorized by PEP.
- Coordinate Mutual Aid Requests – Facilitate requests for ESS resources from other communities in the region, and/or from the PREOC, if able to do so. Seek approval from EOC Director before committing ESS resources to another community.

4. Coordinate Community Health Services

- Work with Health Authority – Request Health Authority attendance to support public health services. As a back-up, also contact the Medical Health Officer on call.
- Support Health Services at Reception Centres – The ESS Branch Coordinator may work with the Health Branch Coordinator in using Reception Centres as emergency health care facilities.

5. Manage the ESS Branch

- Work with ESS in PREOC – Coordinate mutual aid resources with regional ESS providers. Liaise with PEP ESS managers for coordination of regional resources, as required.
- Set Objectives for Each Operational Period – Prepare objectives for the ESS Branch for the coming operational period. Provide ESS Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting.
- Report on Status – Forward ESS Branch status reports to the EOC Resources Unit in the Planning Section.
- Support Financial Objectives – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).



Emergency Social Services Branch Coordinator

Before Leaving:

- Determine demobilization status of ESS services (e.g. closing of reception centres, group lodging, volunteer centre, registration sites, etc.) and the deactivation of the ESS Headquarters and advise the Operations Section Chief.
- Coordinate the transition of ESS services and recovery unit to ensure follow-up and/or continued services are provided to disaster victims.
- Ensure all Registration and Inquiry documentation are secured by the Red Cross, and all referral forms for ESS services are archived by PEP or the ESS Headquarters.
- Collect all other completed ESS paperwork from all the ESS service centres, and deliver to the Documentation Unit for appropriate storage.
- Participate in debrief and assemble ESS "lessons learned" and suggestions for improvements.
- Follow the Generic "Before Leaving" Checklist.

Function Aids:

Aids

Forms

- ESS Reception Centre Group Lodging Situation Report (EOC Form 417)
- ESS Situation Report (EOC Form 418)
- Request for Resources or Assistance (EOC Form 514)
- Position Log (EOC Form 414)



Environmental Branch Coordinator	
Responsibilities:	<p>The Environmental Branch Coordinator assists site activities designed to protect the environment and coordinates local and regional response to hazardous spills, waste disposal issues, and other environmental concerns.</p> <ol style="list-style-type: none"> 1. Assess Situation and Identify Needs – Gather information on environmental issues, damage and threats. Determine priorities for environmental assistance with the sites and the EOC Operations Section Chief. 2. Acquire Environmental Resources – Determine the availability of resources for environmental protection in the area, and ensure all resources are identified and mobilized. 3. Coordinate Environmental Resources – Coordinate local response to hazardous spills, waste disposal, working with local and provincial environment officials and the private sector. 4. Manage the Environmental Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Assess Situation and Identify Needs <ul style="list-style-type: none"> <input type="checkbox"/> <u>Communicate with Site</u> –Establish and maintain communication with the site(s) and determine status and need for environmental protection. <input type="checkbox"/> <u>Collect Information</u> – Gather information on environmental issues, damage and threats. Forward to Situation Unit. <input type="checkbox"/> <u>Identify issues</u> – Assess and anticipate environmental concerns and recommended responses in support of the emergency situation. <input type="checkbox"/> <u>Identify Requirements</u> – Determine the scope and priority of environmental assistance required in consultation with the EOC Operations Section Chief and other Branch Coordinators. 2. Acquire Environmental Resources <ul style="list-style-type: none"> <input type="checkbox"/> <u>Assess Resources</u> – Determine the status and availability of resources for environmental protection in the operational area. <input type="checkbox"/> <u>Mobilize Resources</u> – Ensure that all available resources are identified and mobilized as required. <input type="checkbox"/> <u>Assess Waste Disposal Options</u> – Determine the status and availability of waste storage and disposal facilities in the area. <input type="checkbox"/> <u>Acquire Resources</u> – Coordinate with the Logistics Section to acquire additional resources as required.



Environmental Branch Coordinator

	<p>3. Coordinate Environmental Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Coordinate Resources</u> – Assist and/or coordinate local response to hazardous spills, waste disposal, working with regional and provincial environment officials and the private sector. <input type="checkbox"/> <u>Coordinate Haz Mat Response</u> – Coordinate hazardous materials response and support in cooperation with Fire Branch Coordinator, for situations involving hazardous materials. <input type="checkbox"/> <u>Collaborate with Others</u> – Liaise with Min. Water, Land and Air Protection and regional Health Authority to assist and consult with exposure to hazardous materials and impacts on water and air resources. <p>5. Manage the Environmental Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Work with PREOC</u> – Coordinate mutual aid resources with Environmental Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Regional Emergency Operations Centre (PREOC) for coordination of local resources, as required. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Environmental Branch for the coming operational period. Provide Environmental Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Environmental Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Forward any input towards the EOC After Action Report to the Operations Section Chief. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Request for Resources or Assistance (EOC Form 514) • Position Log (EOC Form 414)



Engineering Branch Coordinator	
Responsibilities:	<p>The Engineering Branch Coordinator manages resource requests in support of Incident Commanders at one or more sites. The Engineering Branch does not direct assessment or repair activities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> 1. Assess Situation and Identify Needs – Gather information on damage and threats to public facilities, infrastructure systems, and public works. Assess the extent of damage and recommend repairs. 2. Acquire Engineering Resources – Identify the availability of resources for engineering operations in the area, and ensure that required resources are identified and mobilized. 3. Coordinate Engineering Resources and Projects – Coordinate engineering operations at the sites, including removing debris, maintaining emergency access routes, advising on safety of structures, and coordinating repair projects according to priorities set by EOC. 4. Manage the Engineering Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Based on the situation, activate the necessary groups within the Engineering Branch: <ul style="list-style-type: none"> ▪ Damage/Safety Assessment Group ▪ Roads and Bridges Group ▪ Public Works Group
Main Checklist:	<ol style="list-style-type: none"> 1. Assess Situation and Identify Needs <ul style="list-style-type: none"> <input type="checkbox"/> <u>Communicate with Site</u> – Establish and maintain communication with the site(s) and determine status and need for engineering support. <input type="checkbox"/> <u>Collect Information</u> – Gather information on damage and threats to public facilities. Forward information to the EOC Situation Unit. <input type="checkbox"/> <u>Assess Damage</u> – Survey all infrastructure systems and public works, such as local roads, bridges, water supply systems, sewer systems, and public buildings within the area. <input type="checkbox"/> <u>Identify Needs</u> – Assess the extent of damage and recommend courses of action for repair. Support damage and safety assessments carried out by the Situation Unit in the EOC Planning Section for both public and private facilities.



Engineering Branch Coordinator

	<p>2. Acquire Engineering Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Assess Resources</u> – Determine the status and availability of resources for engineering operations in the area. <input type="checkbox"/> <u>Mobilize Resources</u> – Ensure that all available resources are identified and mobilized as required. <input type="checkbox"/> <u>Acquire Resources</u> – Coordinate with the Logistics Section to acquire additional resources as required. Allocate resources to Incident Commanders based on EOC priorities among several sites, in consultation with the EOC Director. <p>3. Coordinate Engineering Resources and Projects</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Supply Fire Suppression Water</u> – Coordinate water supply for fire suppression with Fire Branch Coordinator. <input type="checkbox"/> <u>Maintain Road Access</u> – Maintain emergency traffic routes. <input type="checkbox"/> <u>Assess Buildings</u> – Advise on structural safety of buildings and structures. <input type="checkbox"/> <u>Remove Debris</u> – Coordinate debris removal services as required. <input type="checkbox"/> <u>Repair Public Works</u> – Coordinate repair projects to maintain public buildings and infrastructure, according to priorities set by the EOC. Assist and/or coordinate engineering projects to prevent further damage or repair damage. <p>5. Manage the Engineering Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Work with PREOC</u> – Coordinate mutual aid resources with Engineering Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Regional Emergency Operations Centre (PREOC) for coordination of resources, as required. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Engineering Branch for the coming operational period. Provide Engineering Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Engineering Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414)



Utilities Branch Coordinator	
Responsibilities:	<p>The EOC Utilities Branch Coordinator synchronizes support for the repair of various utilities, including both public and private organizations. The Utilities Branch does not direct repair of utilities at the site, but may coordinate the allocation of resources to meet EOC priorities.</p> <ol style="list-style-type: none"> 1. Report on the Situation – Gather information on damage and threats to utilities, and report on the extent of damage and time required for repairs. 2. Acquire Utility Resources – Identify the availability of resources for utilities in the area, and ensure that required resources are identified and mobilized. 3. Coordinate Utility Repair – Coordinate support for utility repair and restoration, including travel restrictions to enhance public safety during repairs. Distribute available resources according to priorities set by EOC. 4. Manage the Utilities Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Report on the Situation <ul style="list-style-type: none"> <input type="checkbox"/> <u>Liaise with Utility Providers</u> – Establish and maintain communications with the utility providers in the affected area. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to attend the EOC. Liaise with other utility representatives not present in EOC, and survey all utility systems. <input type="checkbox"/> <u>Collect Information</u> – Gather information on damage and threats to utilities. Determine the extent of damage to utility systems in the affected area. <input type="checkbox"/> <u>Assess Damage</u> – Report on the extent of damage and time required for repairs. <input type="checkbox"/> <u>Identify Water Contamination Concerns</u> – Keep the Health Authority informed of any community threats regarding water contamination issues.



Utilities Branch Coordinator

	<p>2. Acquire Utility Resources</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Assess Resources</u> – Identify the availability of resources for utilities in the area. <input type="checkbox"/> <u>Mobilize Resources</u> – Ensure that available resources are identified and mobilized. <input type="checkbox"/> <u>Acquire Resources</u> – Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems. <p>3. Coordinate Utility Repair</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Set Priorities</u> – Survey all utility systems, and provide restoration priorities to providers. <input type="checkbox"/> <u>Allocate Resources</u> – Distribute available resources according to priorities set by EOC. <input type="checkbox"/> <u>Coordinate Resources</u> – Coordinate support for utility repair and restoration, including travel restrictions to enhance public safety during utility repairs. <p>4. Manage the Utilities Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Work with PREOC</u> – Coordinate mutual aid resources with Utilities Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Regional Emergency Operations Centre (PREOC) for coordination of resources, as required. <input type="checkbox"/> <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Utilities Branch for the coming operational period. Provide Utilities Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. <input type="checkbox"/> <u>Report on Status</u> – Forward Utilities Branch status reports to the EOC Resource Unit in the Planning Section. <input type="checkbox"/> <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Determine demobilization status of the Utilities Branch and utility operations in the area, and advise the EOC Operations Section Chief. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414)