

Worksheet: Emergency Operations Center (EOC) This chart lists the relevant EOC roles, their essential functions, as well as the staff person normally responsible. Choose the staff position from the lists provided in Column 2. List the preferred qualifications to achieve the essential functions.

Emergency Management Group (EMG)	Critical Staff Position and Preferred Qualifications	Staff able to fill these roles	Contact Information	Current Staff	Backup	Backup 2
Executive Group Head of Government and designees: major decision making, policy issues, and overall responsibility for the emergency	ICS 100 or better ☐ Head of Government Representative ☐ _____	☐ Chief Elected Official (CEO) ☐ Selectman #2 ☐ Selectman #3 ☐ Town/City Manager ☐ Town/City Clerk ☐ _____	Name			
			Work			
			After Hours			
			Mobile			
			Email			
Operations Group Emergency Management Director, staff, and department representatives assigned to coordinate activities with the EOC	ICS 300 or better ☐ EMD ☐ Deputy Director ☐ Liaison Officer ☐ Safety Officer ☐ Security Officer ☐ Planning Section ☐ Logistics Section ☐ Finance Section	☐ EMD ☐ Deputy EMD ☐ Police Chief ☐ Fire Chief ☐ Health Director ☐ DPW Director ☐ Town Manager ☐ Town Finance ☐ _____	Name			
			Work			
			After Hours			
			Mobile			
			Email			
Communications Group Coordinates all communications supporting emergency response activities	ICS 100 or better ☐ Public Information Officer (PIO) ☐ PIO Assistant ☐ Technician ☐ _____	☐ PIO ☐ EMD ☐ Town Manager ☐ Police Chief ☐ _____	Name			
			Work			
			After Hours			
			Mobile			
			Email			
Damage Assessment and Assistance Group Department heads or designees working with the Emergency Management Director responsible for analysis of disaster-related damage and coordination of damage assessment and assistance programs	ICS 200 or better ☐ EMD ☐ Police Chief ☐ Fire Chief ☐ Health Director ☐ DPW Director ☐ Town Manager ☐ Town Finance ☐ _____ ☐ _____	☐ EMD ☐ Deputy EMD ☐ Police Chief ☐ Fire Chief ☐ Health Director ☐ DPW Director ☐ Town Manager ☐ Town Finance ☐ _____	Name			
			Work			
			After Hours			
			Mobile			
			Email			