

# Emergency Services Coordinator

## Responsibilities

### I. Preparation

- Direct the development of a County response capability
- Coordinate with response efforts of other jurisdictions
- Train the EOC staff
- Assist the EOC Manager in preparing the EOC
- Identify resources needs and provide resources
- Assure appropriate warning to the public can be accomplished
- Publicize mass care locations/procedures

### II. Response

- Analyze the emergency situation and decide how to respond quickly, appropriately, and effectively
- Coordinate with the response efforts of other jurisdictions
- Activate the EOC as required
- Notify the Commission of the emergency situation and brief them upon their arrival at the EOC
- Activate EOC staff
- Assist the EOC Manager as requested
- Assure significant events log is maintained
- Work with ESF 3 Public Works and Engineering to collect and disseminate damage assessment information
- Submit Situation Reports and Damage Assessment Information to BHS
- Assist with ESF 7 Resource Support and logistics delivery
- Implement ESF 2 Emergency Communications and Warning procedures
- Act as, or designate, an ESF 15 Public Information Officer
- Make evacuation recommendations
- Direct the ESF 6 Mass Care Coordinator to activate mass care/shelter
- Coordinate with ESF 7 Resource Support and the Resource/Logistics Manager on procurement and delivery
- Assure significant events log is maintained

### **III. Recovery**

- Activate Annex A and collect and disseminate damage assessment information
- Submit Situation Reports and Damage Assessment Information to BHS
- Coordinate with BHS on administration of State and Federal assistance program delivery