Admin Unit

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| **Reports to:** | EOC Manager |
| **Admin Unit Leader Position Overview** |
| *The Admin Unit Leader facilitates and oversees a documentation and product development process which includes file storage,*  |

# SUMMARY OF Responsibilities

1. Provide for all incident/event support needs related to operations both in the EOC and of the field operations.
2. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
3. Ensure section objectives as stated in the Incident Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the EOC Manager and Situational Awareness Unit to establish priorities for resource allocation.
5. Keep the EOC Manager informed of all significant issues relating to the logistics.
6. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
7. Document actions and decisions on a continual basis.

# Activation Phase

* Sign in and ensure that all other EOC staff do the same.
* Maintain your activity log, which chronologically describes your actions taken during your shift.
* Obtain briefing from EOC Manager and previous shift (if applicable).
* Set up your workstation, review your position responsibilities, and determine your resource needs.
* Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
* Establish communications with the Incident Commander / units in the field (if applicable).
* Meet with the EOC Manager and other EOC staff and identify immediate resource needs.
* Meet with the Admin Unit and the EOC Manager and determine budget or level of purchasing authority for the Logistics Section.
* Establish tracking and reporting requirements with the EOC Manager and other staff.

# Operational Phase

* Ensure that position logs and other necessary files are maintained.
* Meet regularly with EOC staff and work to reach consensus on section objectives for forthcoming operational periods.
* Validate resource requests from prior to fulfilling the request.
* Ensure all resources acquired for the event are accurately being tracked.
* Provide periodic status reports to the EOC Manager.
* Attend and participate in Incident Action Plan meetings.
* Review Incident Action Plan and estimate section needs for next operational period.
* Coordinate closely with the Admin Specialist to ensure that all required documents and procedures are completed and followed.
* Authorize material resources as needed or requested by EOC staff.
* Obtain needed supplies.
* Assure that all resource receipts, documents, communications and requests are copied and routed to the Admin Unit.
* Ensure that all requests for facilities and facility support are addressed.
* Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
* Provide section staff with information updates as required.

# Demobilization Phase

* Deactivate your assigned position and close out logs when authorized by the EOC Manager.
* Ensure that any open actions not yet completed will be handled after demobilization.
* Complete all required forms, reports, and other documentation. All forms should be submitted to the Admin Unit prior to your departure.
* Be prepared to provide input to the after-action report.
* If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
* Clean up your work area before you leave.

# Relevant Forms/References:

* Local Emergency Management Plan (LEMP)
* Unit/Activity Log (ICS Form 214)
* Municipal Procurement/Contracting Policies
* Resource