Situational Awareness Unit

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| **Reports to:** | EOC Manager |
| **Situational Awareness Unit Leader Position Overview** | |
| *The Situational Awareness Leader directs and manages all information collection and analysis to ensure that all EOC staff have the most up-to-date and accurate understanding of incident information and impacts.* | |

# Summary of Responsibilities

1. Produce and maintain a “Status Board” and/or systems for displaying incident/event updates.
2. Overall responsibility for the coordination of information within the EOC.
3. Analyze information and convey findings to the EOC Manager.
4. Monitor social media and other information sources for updates.
5. Ensure all stakeholders are informed with a “common operating picture”.
6. Reference the Local Emergency Management Plan (LEMP)
7. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
8. 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).
* Begin the initial assessment of situational awareness requirements, considering:
  + Current operational requirements and staffing capabilities
  + Potential or actual information collection and analysis that has been or will be required
* Produce and maintain incident/event maps and/or Status Boards.

# Operational Phase

* Establish a process for updating all situational awareness-related documentation and verify that the information is complete and accurate.
* Ensure information collection and analysis are synchronized with operational objectives, strategies and tactics.
* Deliver situation and weather briefings at meetings, and other times (including Shift Change), as directed.
* Analyze incident information to determine impacts on the response effort or regional operations.
* Use demographic information to inform analysis:
  + Cultural diversity
  + Potential vulnerabilities
  + Damage assessment
  + Specific service needs, such as:
    - Individuals with disabilities and other access and functional needs
    - Individuals with critical transportation needs
* Work with the EOC Manager and other EOC staff to fulfill requests for information (RFIs).
* Maintain Activity Log.
* Prepare for transition to Recovery Phase

# 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.
* Deactivate the EOC at the designated time, as appropriate.
* 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)
* Activity Log (ICS Form 214)
* Status Board (display of updates and key information)
* Incident Map or Traffic Plan (topographical section or sketch)
* Traffic Plan (internal and external to the incident)