

Town Emergency Operations Center Staff Pattern

Shift: *Primary Staff*

EOC Duty Title	Normal Town Duty	Name	Mobile Phone #	E-Mail Address
Policy Member	Selectperson			
EOC Manager	<i>Town Manager or EM Director</i>			
Finance	Treasurer			
Emergency Planner	EM Director			
Documentation	Town Clerk			
Supply	<i>Volunteer</i>			
Individual Assistance	<i>General Assistance</i>			
Radio Communications	<i>Volunteer</i>			
Public Information	<i>Volunteer</i>			
Volunteer Coordinator	<i>Volunteer</i>			
Mass Care	<i>Volunteer</i>			
Emergency Services	Fire Chief/EMS			
Public Safety & Security	<i>Constable</i>			
Public Health	Health Officer			
Animal Health	Animal Control			
Public Works	Road Commissioner			
Damage Assessment	<i>Volunteer</i>			

Note: Some positions can be combined and others may not be needed for specific emergency events. The bolded positions are minimum positions to be filled. Italicized Normal Town Duties are suggestions for who could fill this position. Make out a 2nd staffing pattern form for additional work shifts or backup persons. Change and fill as needed. If a Town Manager is filling in as EOC Manager, then the EM Director could fill another position such as Resources.

Send a copy of the completed staffing pattern to Waldo County EMA at emadirector@waldocountyme.gov or Fax 338-1890.