



Jefferson County

Department of Emergency Management

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Also serving the
City of Port Townsend



ADMINISTRATIVE POLICY

EFFECTIVE: October 21, 2010
POLICY: JCDEM-001 (revised)
SUBJECT: **EOC ACTIVATION – CHAIN OF COMMAND**
REFERENCE: Emergency Operations Guide EOG 3.3.01 – EM Duty Officer

Continuity of emergency operations is essential to 24/7 readiness and response.

The decision to activate the EOC, mobilize Emergency Action Checklists, initialize emergency management activities, or assume the duties of EOC Manager will be according to the following chain of command:

1. DEM Program Manager.
2. DEM Deputy Program Manager (1)
3. DEM Deputy Program Manager (2)
4. Designated Emergency Management on-call (Duty Officer).

EOC Activation means when the Emergency Operations Center (or alternate EOC) is occupied and becomes the primary work station in response to an Emergency Management activity.

All DEM activities will be coordinated through the EOC when activated.

The Duty Officer will act as the initial point of contact (POC) for DEM activities according to EOG 3.3.01.

Any action taken by the DO, such as the commitment of resources or support of field operations or external agencies, will be confirmed with the Program Manager as soon as possible.

When the EOC is activated, the first qualified member present will assume the duties of EOC Manager until relieved by a higher authority.

ADOPTED

Robert W. Hamlin, Program Manager
Dept of Emergency Management