**FEPA EOC Mutual Aid Portal Position/Skillset Descriptions vFINAL 1/2020**

All persons looking to deploy should be able to work in high stress and fast paced environments. They should be problem solvers, independent, and understand complex full-scale disaster response. Individuals should be able to multi-task and manage deadlines. Individuals should also have a good understanding of missions, resource requests, and other basic functions of an emergency operations center. The skillsets that you select should be functions that you are *very* comfortable carrying out. Activated EOCs are very busy environments and you should only need a short orientation to be able to complete the tasks that you are assigned.

**Emergency Management and EOC Coordination**

*Emergency Services Branch Director* – Must have experience working in an activated EOC as a Branch Director or equivalent position. Responsible for supervising and configuring emergency services branch to support operations with units as necessary for the incident. Emergency Services typically includes, Search & Rescue, Health & Medical, Firefighting, Environmental Protection, Military Support and Law Enforcement and Security.

*EM Director* – Must have experience as an EM Director including the activation and coordination of a local EOC with experience in planning, response, and recovery. Able to coordinate the activities effecting all stakeholders in a disaster environment, facilitate communications, problem-solve and apply emergency management principals including governing policies.

*EOC Call Center Manager* – Must have experience managing a call center for an activated EOC designed to receive incoming calls from the public and partner agencies. Should be familiar with communicating with the public and using resources for gathering information for inquiries.

*EOC General Support* – Must have experience working in an activated EOC providing overall support. This may include supporting individual staff or groups, tracking data, completing documentation and accepting other duties as assigned.

*EOC Manager* – Must have experience working in an activated EOC in a manager or equivalent position. Duties will include supporting the EM Director, overseeing the EOC Operations Floor, coordinating meetings, attending conference calls, conducting briefings.

*EOC Specific Finance/Administration Coordination Section Chief* – Must have experience in an activated EOC as a Finance/Administration Coordination Section Chief. Responsible for all financial, administrative and cost analysis aspects of the incident. Should be familiar with tracking ongoing expenditures during a disaster.

*EOC Specific Liaison* – Multi-purpose – Must have experience working in an activated EOC in a Liaison position. Oversees all liaison activities including coordinating outside agency representatives, communicating with other jurisdictions to obtain status information, and determine if additional agency representation is required from other organizations.

*EOC Specific Operations Coordination Section Chief* – Must have experience in an activated EOC as an Operations Coordination Section Chief. Responsible for providing coordination and support to all field operations. Implements the EOC Action Plan. Request, coordinate and manage resources. Experience in tactical coordination of resources is preferred.

*EOC Specific Planner* – Understanding of developing emergency plans, IAPs, Situation Reports and Flash reports. Prepare reports, documents and presentations. Collect data from EOC representatives for inclusion in IAP and Situation Reports. Should have strong writing and editing skills.

*EOC Specific Planning Coordination Section Chief* – Must have experience working in an activated EOC as a Planning Coordinating Section Chief. Responsible for managing all aspects of the Planning Section. Manages the preparation of the strategies, IAP, and submits incident status reports. Prepares, collects, evaluates, and disseminates information to the other EOC sections. Determines incident information to maintain.

*EOC Specific Resource Unit Leader* – Must have experience in an activated EOC as a Resource Unit Leader. Orders and tracks the delivery of incident related resources and supplies. Coordinates with other units to care for and maintain arriving, staged, and employed mutual aid resources.

*EOC Specific Situation Unit Leader* – Must have experience in an activated EOC as a Situation Unit Leader. Collects, processes and organizes ongoing situation information and prepares situation summaries and graphics/maps. Gathers and disseminates information for IAP.

*Information Analysis Specialist* –The specifics of this position will be determined by the requesting party and should be detailed in the resource request. General skill set to consider include collecting, analyzing, processing and organizing data pertaining to the EOC and incident. The ability to develop spreadsheets and graphics.

*Subject Matter Expert* – The specifics of this position will be determined by the requesting party and should be detailed in the resource request. Impacting community will mission a person who is an authority in a particular area or topic related to the disaster.

*EOC Specific Logistics Coordination Section Chief* – Must have experience in an activated EOC as a Logistics Coordination Section Chief. Manages logistical needs and resource support for the incident. Resources can include but not limited to facilities, services, people and materials in support of the incident.

*EOC Specific Base Camp Liaison*– Must have experience in an activated EOC as a Base Camp Liaison/Manager or a remote base camp to support responders. Responsible for appropriate sanitation, facility operations, safety, resources and staffing levels.

*Points of Distribution (POD) Manager* – Must have experience in an activated EOC as a Points of Distribution Manager. Individuals should be able to assist with determining final POD locations, mobilizing sites and demobilizing sites. Responsible for overseeing the movement of goods to the logistical staging area or directly to the POD locations, coordinating the locations for distribution, monitoring burn rates, determining staffing and equipment needs.

**Public Affairs Coordination**

*EOC Public Information Specialist* – Must have experience in an activated EOC in the realm of public information. Not required to be a professional Public Information Officer. This position is designed to assist the EM Director with overseeing public information.

*EOC Social Media Specialist* – Must have experience in an activated EOC using Social Media to communicate important messages, updates and warnings to the public. Responsible for using all aspects of current social media platforms. Not limited to Facebook, Twitter, Instagram etc. Not required to be a professional Public Information Officer.

**Recovery**

*Individual Assistance Specialist* – Must have experience working with the FEMA Individual Assistance Program in an activated EOC that received a presidential disaster declaration. Must be knowledgeable on FEMA’s Individual and Households Program, Disaster Survivor Assistance Program and SBA Programs.

*Disaster Recovery Center Coordinator* – Must have experience managing a Disaster Recovery Center (DRC) in an activated EOC. Individual should be comfortable assisting with determining final locations for DRC’s and mobilizing and demobilizing sites. Must be knowledgeable on FEMA’s DRC requirements fixed and mobile, understand the function of the DRC and manage all resource requirements.

*Damage Assessment Team Leader* – Must have experience in an activated EOC as a Damage Assessment Team Leader. Must be knowledgeable on current damage assessment operating procedures including the validating of data. Responsible for coordinating field teams and compiling field reports.

*Mitigation Specialist* – Must have experience in an activated EOC that received a presidential disaster declaration as a Mitigation Specialist. Must have knowledge of current federal/state mitigation grant programs to assist with navigating the requirements and deadlines.

*Public Assistance Specialist* – Must have experience working with the FEMA Public Assistance Program in an activated EOC that received a presidential disaster declaration as a PA Specialist. Must have knowledge of current Public Assistance Program and Policy Guide (PAPPG) and navigating the requirements and deadlines.

*Preliminary Damage Assessment Specialist* – Must have experience conducting a FEMA Preliminary Damage Assessment in an activated EOC. Must have knowledge on the required steps to conduct a JPDA including accessing damage, compiling information, verifying damage, validating the data with federal/state representatives and submission of reports.

*Temporary Housing Specialist* – Must have experience in temporary housing programs in a community that received a presidential declaration. Knowledge of FEMA’s TSA program and expedited rental assistance for temporary housing are important. Skills should include working with FEMA Housing Programs, rental assistance programs, local Long-Term Recovery Organizations, communicating with local housing authorities and the real estate industry.

**Technical Support**

*Mass Notification Specialist* – Must have hands on experience in an activate EOC using the Everbridge (Alert Florida) program. Responsibilities may include crafting messages, launching critical messages, troubleshooting and system monitoring.

*GIS/ESRI Specialist* – Must have a high degree of knowledge with GIS/ESRI products and have the skill set to develop and implement systems and databases for storing and accessing geospatial data. Ability to create maps and graphs using GIS software and related equipment.

*FAA Certified UAV Support* – Must be a certified FAA UAV operator. Must be knowledgeable of all federal, state and local operations of UAV and be able to produce high quality still photographs and video.

*WEBEOC Basic Support* –Must have experience using WEBEOC in an activated EOC. Individual would assist with WEBEOC basics such as creating accounts, assigning positions and help navigating boards.

*WEBEOC Advanced Support* –Must have a high degree of knowledge of WEBEOC and have experience using the system in an activated EOC. Responsibilities include assisting with process flow issues, board modifications, and other technical WebEOC actions.

*EOC Radiological Emergency Preparedness Technical Specialist* - Full-time emergency management professional from a state or local jurisdiction that participates in the FEMA REP program as defined in 44CFR350/Florida Statute 252.60. This individual is responsible for implementing REP program activities within their jurisdiction. Technical capabilities will vary based on REP Program experience and expertise. The most capable REP Technical Specialist will be able to interpret, instruct and implement protocols, technical guidance and regulations from state and federal agencies as well as professional organizations and their representatives who may respond to provide assistance.

**Mass Care**

*EOC Special Needs Coordinator* – Must have experience in county level special needs program. Familiar with Special Needs (SpNS) operations typically led by Department of Health, AHCA and HIPAA rules and regulations. Coordinate with local, state and federal partners supporting SpNS within the sheltering environment and external partner agencies providing resources. This may include triage, durable medical equipment, oxygen, medical personnel, transportation and enhanced care needs.

*EOC Mass Care Sheltering Supervisor* - Must have experience in county level sheltering, work in uncertain environments and be a team leader. Must have the ability to manage the county sheltering operations, to include staffing, resource requests, shelter feeding, shelter population reporting and transportation. Must have knowledge of local, state and federal programs available and be able to connect and coordinate with partners agencies. Assist with identification of shelter locations, development of consolidation and demobilizations plan, and understand the need to elevate issues when needed.

*EOC Mass Feeding Supervisor* - Must have experience in mass feeding operations and have strong leadership skills. Coordinates with all partners local, state, federal and NGOs involved in community feeding to include fixed sites and mobile feeding. Share incident information and determine areas of need to ensure community needs are met. Coordinated resources both requested and donated to ensure supplies are distributed throughout the community as identified. Provide briefings to communicate to all stakeholders and EOC leadership.

*EOC Volunteer and Donation Coordinator* - Must have experience working with partners to coordinate opening of Volunteer Reception Centers(s), warehouse sites and Bulk Distribution sites. Familiar with FLVOAD and partner capabilities. Coordinates with affiliated volunteer organizations, faith-based organizations and NGOs capable of incorporating unaffiliated volunteers. Coordinate efforts of all partners to ensure the community needs are being addressed and communicate to leadership.

*EOC Mass Care Recovery Support* - Must understand resources available to support needs of the community. Works closely with Mass Care Branch to identify unmet needs and find resources to address those needs during recovery.

*EOC Mass Care Branch Director* – Must have experience as a Mass Care Branch Director in an activated EOC. Leads the Mass Care Branch and coordinates all activities with the Mass Care Groups. Must be familiar with feeding operations in shelters and in the community, sheltering operations which includes pets, special needs, and general population shelters, evacuation and transportation, volunteer and donation management, recovery needs and resources and have basic public health knowledge. Must be aware of key mass care stakeholders (e.g. NGOs, private partners, local and state resources) capabilities. Must have experience in the EOC, facilitating partners meetings, and briefing senior leadership.