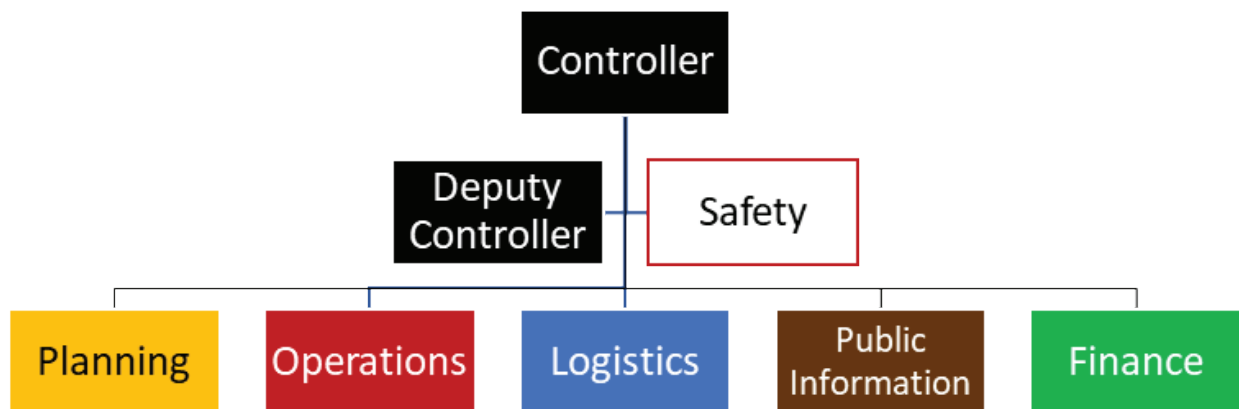


- Overall responsibility for the management of all activities and personnel deployed to support the response
- Establishment of systems and procedures for the safety, health and welfare of operational crews, supporting personnel and members of the public
- Approval of all warnings and incident information issued to the public
- Management of the relationships with organisations and people affected by the disaster

## CHECKLIST

- ☒ Establish control of the response and allocated resources
- ☒ Activate the emergency operations centre(s) and associated procedures
- ☒ Conduct regular briefings
- ☒ Assess situation, identify risks and initiate actions to mitigate risks
- ☒ Provide advice and/or warnings to affected communities
- ☒ Set and achieve response objectives
- ☒ Authorise, implement, monitor and review the Incident Action Plan (IAP)
- ☒ Establish and maintain a suitable incident management structure

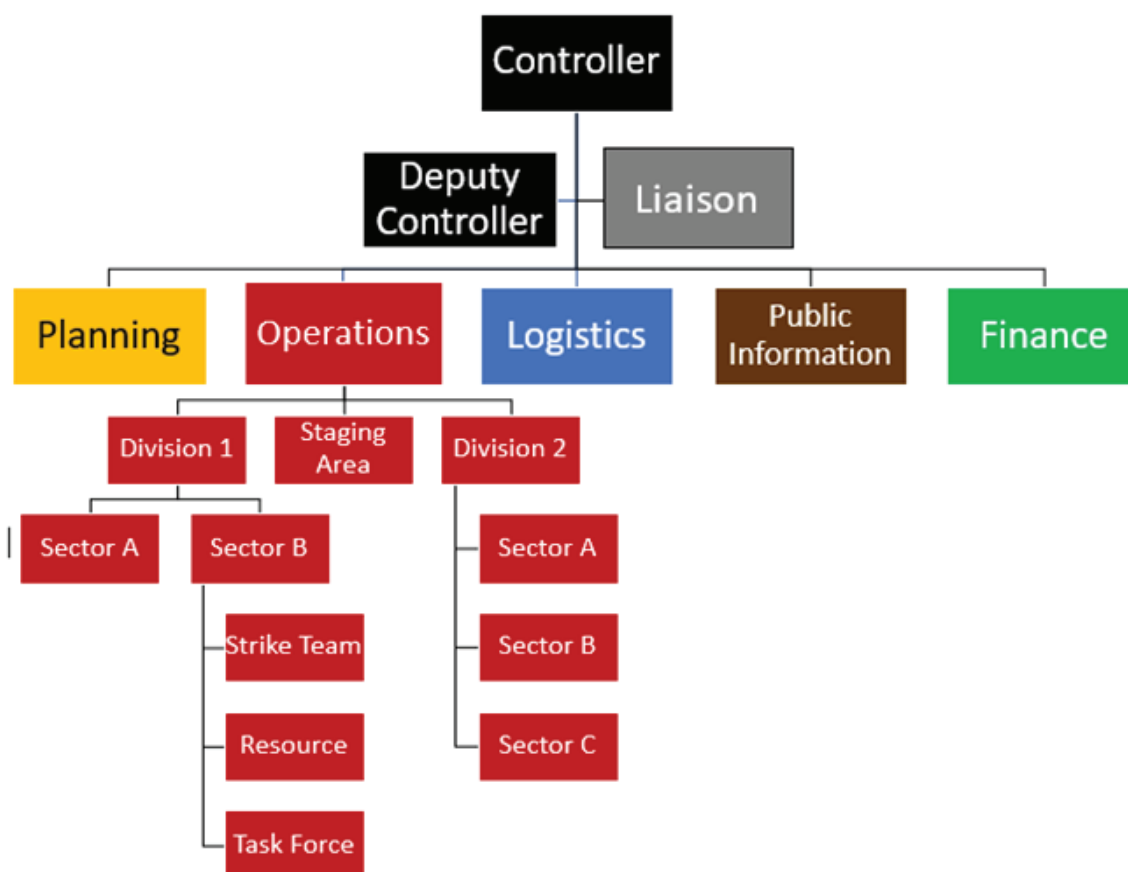
- ✓ Communicate impact, risk and progress to internal and external stakeholders by the most effective means
- ✓ Initiate relief and recovery strategies
- ✓ Monitor and review safety of responders
- ✓ Address the broader public safety considerations
- ✓ Facilitate media management
- ✓ Implement a changeover process for all levels of the incident management structure
- ✓ Plan the conclusion of activities and demobilisation
- ✓ Conclude and review activities
- ✓ Log activities and key decisions



- Implementation of Incident Action Plan (IAP) strategies
- Management of all response activities that are undertaken in the field
- Management of all resources (people and equipment) assigned to the Operations Section

## CHECKLIST

- ☒ Manage and supervise operations and monitor progress
- ☒ Exchange information regularly with Incident Management Team (IMT) and provide regular reports to the Controller
- ☒ Establish a process for briefing personnel prior to deployment to the field and at the conclusion of a shift
- ☒ Check appropriate mapping is available
- ☒ Brief and allocate operations personnel in accordance with the Incident Action Plan (IAP)
- ☒ Check personnel are properly equipped for allocated tasks
- ☒ Keep personnel informed of the situation at the incident
- ☒ Communicate with stakeholders and affected parties at the scene
- ☒ Advise the Controller of the situation, progress, risks and accidents
- ☒ Identify and manage risks at the incident, including public safety and environmental risks, and communicate risks to the Controller and IMT
- ☒ Develop the operations portion of the IAP
- ☒ Determine the need for , and request, additional resources
- ☒ Determine the need for logistical support
- ☒ Regularly advise the Controller and Planning section of the incident situation, emerging risks and progress towards the resolution of the incident
- ☒ Log activities and key decisions



#### INTERACTIONS WITH OTHER FUNCTIONS

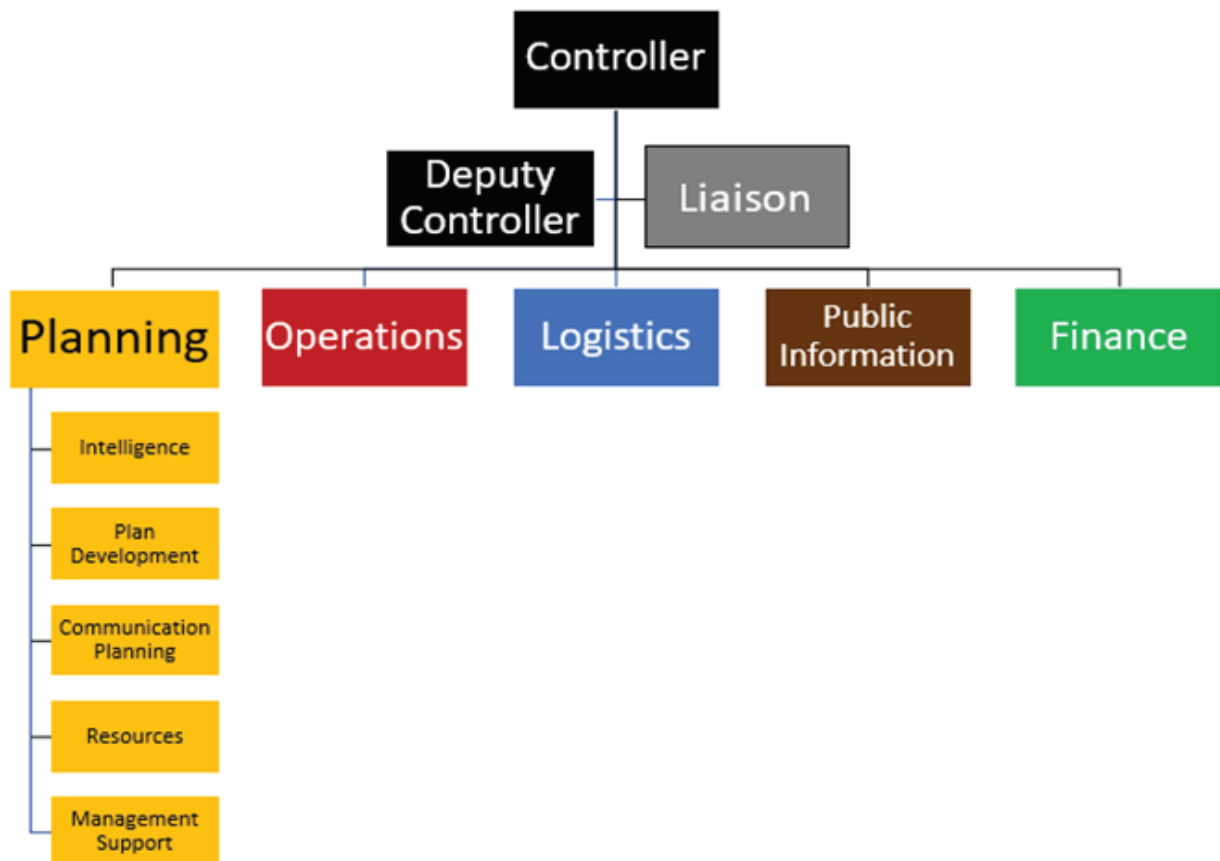
Public Information	Operations has a critical relationship with Public Information. Operations will often be the first area to become aware of threats to community. Public Information and the Controller must be kept aware of any emerging or imminent threats, so warnings and advice can be provided.
Planning	Planning provides details of what the Controller wants done via the IAP. Operations participates in the development of the IAP, where applicable. Operational units may collect and report information to be refined into intelligence to assist with planning.
Logistics	Logistics provides the resources needed by Operations to deal with the incident/disaster effectively. At many incidents/disasters it is the main factor limiting of what is possible to do.
Finance	Finance may have a large role on how an incident/disaster is dealt with, so that resources are used efficiently.



- Evaluation and analysis of intelligence on the current and forecast situation
- Preparation of options analysis and development of response objectives and strategies
- Undertake risk assessments
- Preparation, dissemination, monitor and review the Incident Action Plan (IAP)
- Provision and establishment of other plans, as required (such as a Communication Plan and a Demobilisation Plan)
- Collection and maintenance of information on resources allocated to the incident

## CHECKLIST

- ☒ Obtain intelligence to support the development of the Incident Action Plan (IAP)
- ☒ Consider sources of local knowledge and information relevant to the incident
- ☒ Identify new and emerging risks at the incident and address these in the IAP
- ☒ Monitor effectiveness of risk mitigation strategies
- ☒ Provide strategic advice to the Incident Management Team (IMT) based on interpretation of information received
- ☒ Undertake options analysis involving alternate objectives and strategies, and identify the risks and likely outcomes associated with each
- ☒ As part of the options analysis, make recommendations on objectives, including justifications, for discussion by the IMT and approval by the Controller
- ☒ Conduct planning meetings for the IMT and the planning section
- ☒ Prepare and disseminate the IAP for the next operations period & any longer-term planning required
- ☒ Develop and review Communications, Changeover and Demobilisation Plans, and manage their implementation
- ☒ Develop and maintain a register of resources requested, en-route allocated to, and released from the IAP response
- ☒ Regularly communicate progress of IAP strategies to Controller
- ☒ Collect, collate and store incident records
- ☒ Log activities and key decisions



#### INTERACTIONS WITH OTHER FUNCTIONS

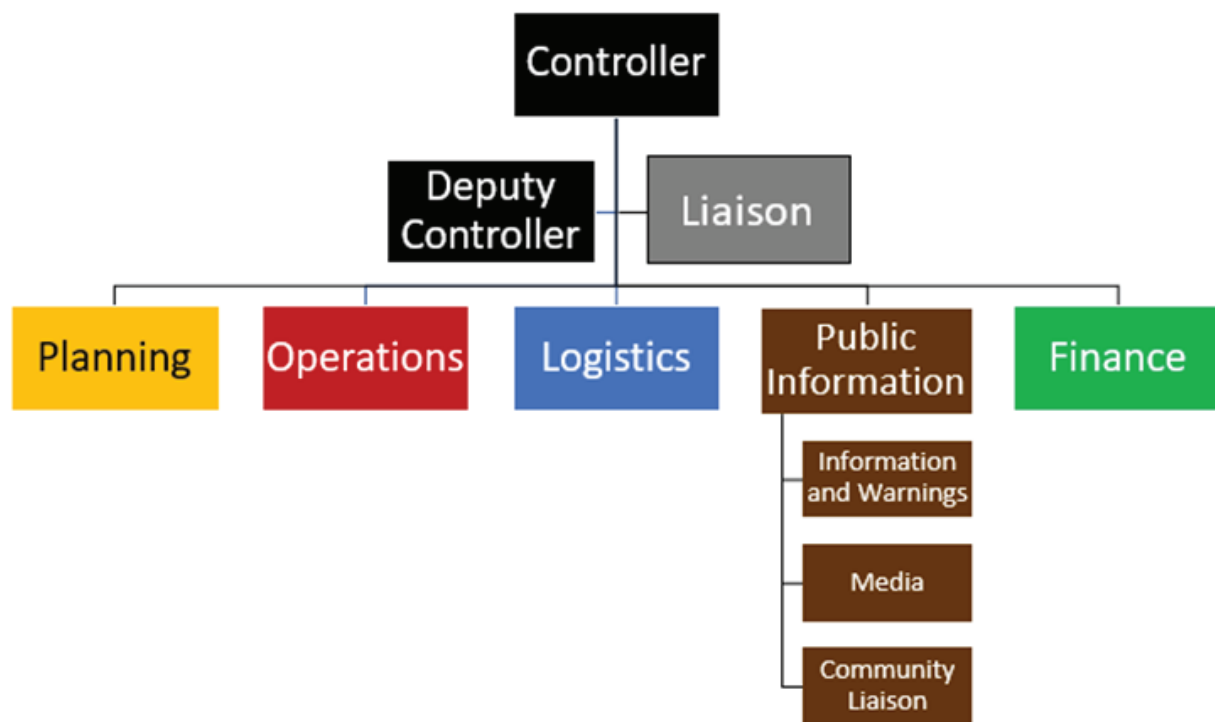
Public Information	Development of objectives and strategies by planning will include decision with Public Information, as information, consultation, and warnings will be part of the strategies used. Public Information may provide valuable intelligence that can assist Planning with determining the best options.
Operations	Planning provides details of what the Controller wants done via IAP. Operations participates in the development of the IAP, where applicable. Operational units may collect and report information to be refined into intelligence to assist with Planning.
Logistics	Planning will require input from Logistics to develop the IAP. The strategies possible will be dependent on what resources are able to be obtained by Logistics within given time frames. Other Logistics plans may also need to be reviewed and included in documentation to be disseminated.
Finance	Finance will attend IMT meetings and share any relevant information to assist Planning in the development of the IAP.

# PUBLIC INFORMATION

- Provision of information and advice to threatened communities, other stakeholders and the general public
- Liaison with news media and management of media liaison issues
- Consultation and liaison with affected communities

## CHECKLIST

- ☒ Issue information and advice to threatened communities, as approved by the Controller. Time critical information should not be delayed through inability to contact the Controller, however senior approval for issuing public information must be obtained where possible
- ☒ Obtain information on the current and projected incident situation from the Planning Section, and external sources such as media reporting
- ☒ Identify relevant external stakeholders and their information needs
- ☒ Develop a Public Information Plan
- ☒ Provide timely, tailored and relevant information to communities and stakeholders
- ☒ Maintain liaison with the Planning Section to ensure the accuracy of information to the public
- ☒ Report any relevant information acquired by the Public Information Section from sources outside of the IMT to the Planning Section and others as relevant
- ☒ Media: under the direction of the Controller
  - Provide releases and information
  - Facilitate interviews, if possible
  - Facilitate on-site visits, if authorised by the Operations Officer
- ☒ Identify information needs of affected communities, arrange events such as community meetings, log community issues and obtain responses
- ☒ Log activities and key decisions



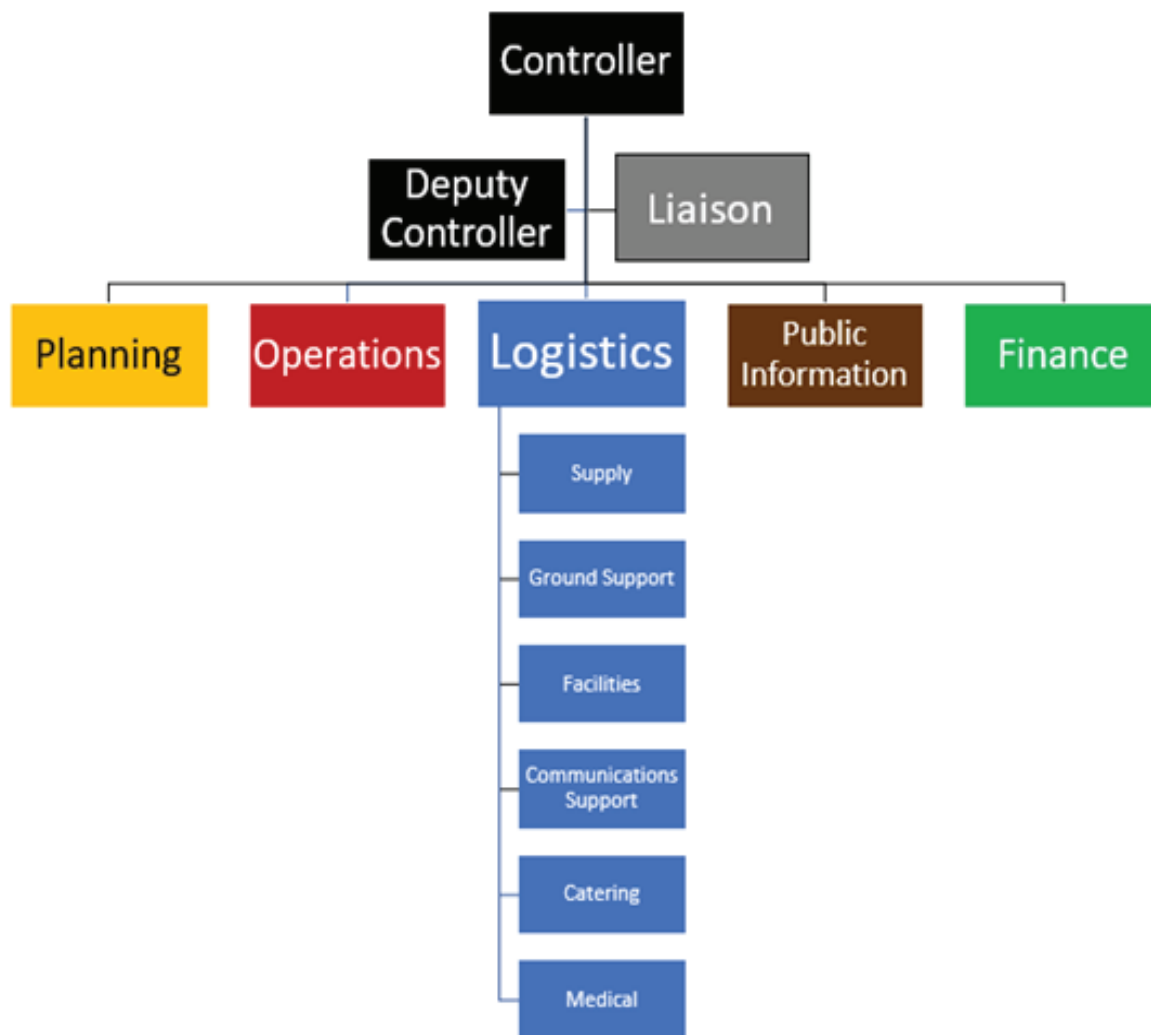
#### INTERACTIONS WITH OTHER FUNCTIONS

Planning	Public Information liaises with the Planning function to gain information about the incident/disaster cause, size, immediate and impending effects, future consequences, risk, resources involved and other matters of interest.
Logistics	Public Information may require Logistics to organise facilities for conducting media briefings or community meetings.
Operations	Operations has a critical relationships with Public Information. Operations will be the first area to become aware of threats to community, and is therefore a vital source for Public Information.

- Providing support for control of the incident through the organisation and provision of:
  - human and physical resources
  - facilities
  - services
  - materials

## CHECKLIST

- ☒ Develop the logistics section of the Incident Action Plan (IAP)
- ☒ Provide strategic advice to the Incident Management Team (IMT) based on the provision of services and resources
- ☒ Liaise with the other members of the IMT
- ☒ Liaise with suppliers and local businesses, and maintain an awareness of the impact on the local community and businesses within it
- ☒ Arrange for the provision of food and drink to response personnel
- ☒ Acquire, store and distribute equipment and materials for response support
- ☒ Provide technical advice, service and equipment placement for incident communications, i.e. radio, telephones and information technology
- ☒ Select and manage the locations where personnel work, sleep, cook, maintain and repair equipment
- ☒ Arrange for the provision of transport for personnel, equipment, supplies and food
- ☒ Arrange for the provision of fueling, mechanical maintenance and security of all equipment and vehicles
- ☒ Arrange for the provision of medical support such as first aid and medical transport response to personnel
- ☒ Reclaim reusable resources, equipment and materials at the conclusion of the incident
- ☒ Log activities and key decisions



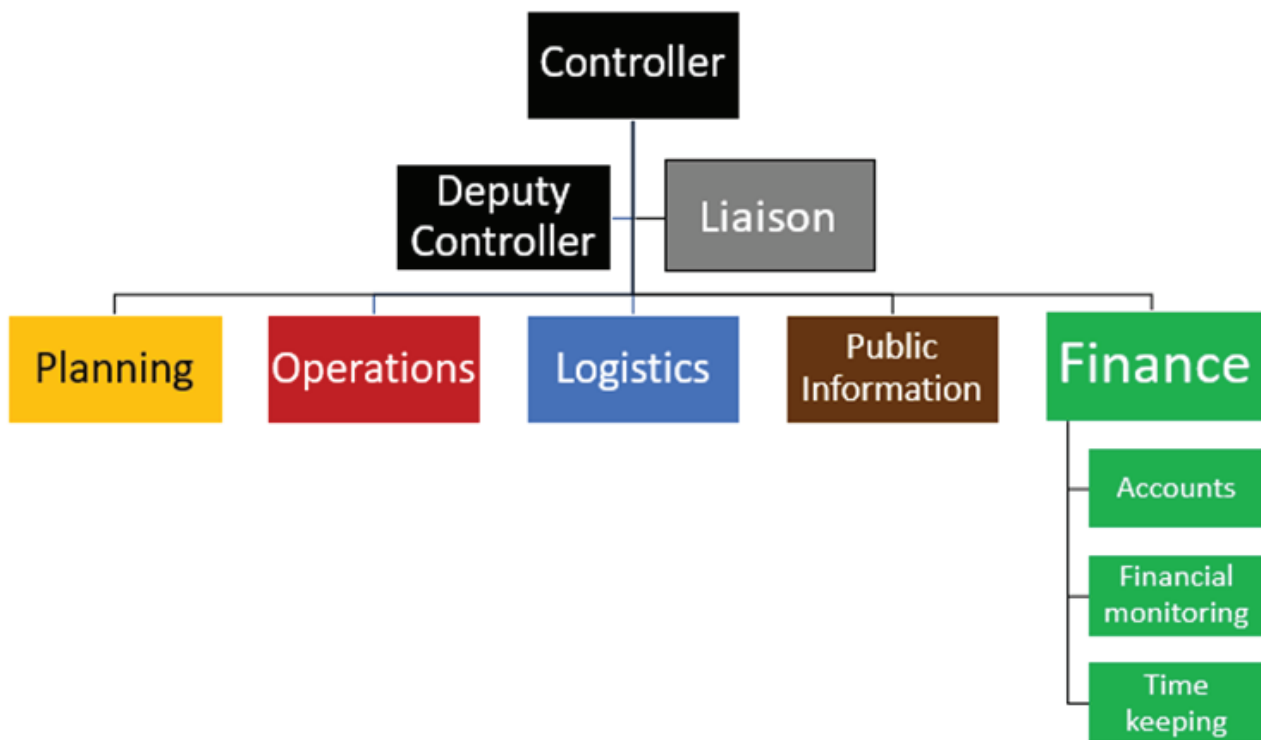
#### INTERACTIONS WITH OTHER FUNCTIONS

Public Information	Public Information may need facilities for conducting media briefings or community meetings. This will be arranged via Logistics.
Planning	Logistics will contribute to the development of the IAP. The strategies recommended by Planning will be dependent on what resources are able to be maintained by Logistics within given time frames. Other Logistic plans may also involve discussion with Planning or be included in the IAP.
Operations	Logistics work closely with Operations to ensure they are providing resources necessary to implement the IAP. At many incidents/ disasters it is the main factor of what is possible to do. Some Logistic arrangements will also be used by Operations as part of personnel briefing, for example accommodation and catering arrangements or details of staging areas.
Finance	Obtaining and maintaining resources will result in many invoices and time sheets, which will need to be managed, tracked and paid for. Logistics needs to ensure Finance is provided with all required documentation so that the cost of disaster can be calculated accurately.

- Provision of advice to the Controller regarding available budget/funding
- Development of funding proposals for authorisation by Controller
- Management of contracts and procurement
- Management of account payments and establishment and maintenance of accounting records
- Establishment of time sheets and records for response and Incident Management Team (IMT) personnel

## CHECKLIST

- ☒ Overseeing financial management and financial record keeping
- ☒ Maintain records of purchases of supplies and equipment
- ☒ Collect cost data and provide cost estimates for the response as required
- ☒ Identify costs associated with alternative Incident Action Plan (IAP) strategies
- ☒ Identify the financial impacts of key logistical needs of the response
- ☒ Log activities and key decisions



#### INTERACTIONS WITH OTHER FUNCTIONS

Operations	Operations will have data regarding personnel and resources in relating to timekeeping.
Logistics	Logistics will provide Finance with documentation / records relating to obtaining and maintaining resources.
Planning	Finance will attend IMT meetings and share any information to assist Planning in the development of the IAP, including considering cost estimates and cost effectiveness of different strategies and available funding.



- Provision of advice to the Controller on issues related to safety, health and welfare at an incident
- Identification of safety issues or potential problems
- Preparation of safety information for consideration by the IMT in the development of the Incident Action Plan (IAP)
- Implementation and monitoring of a safety reporting system
- Oversight of the safety, health and welfare of all personnel involved in an incident

## CHECKLIST

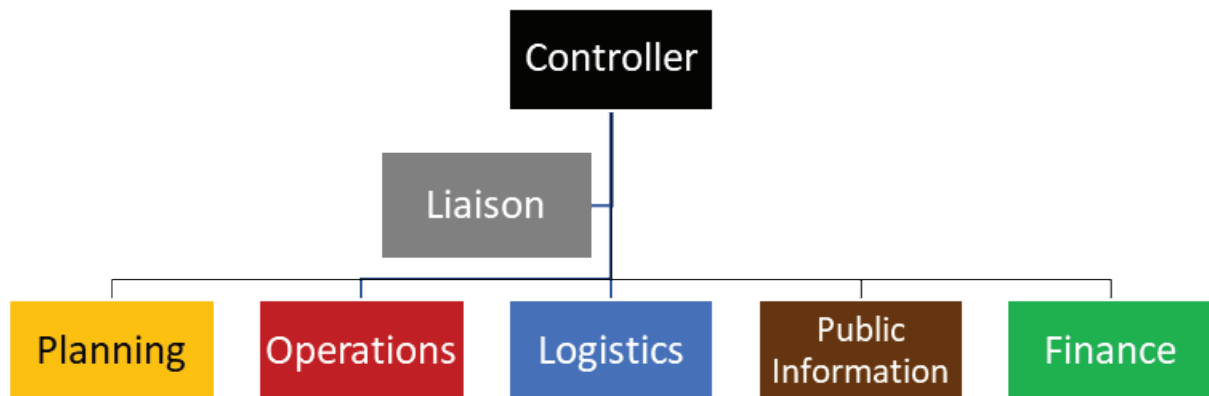
- ☒ Identify current and potential safety issue
- ☒ Consider the safety implications of predictions
- ☒ Collect, collate and analyse safety, health and welfare information based on risks posed by the response
- ☒ Contribute safety recommendations to the development of the IAP
- ☒ Establish arrangements for the reporting of safety, health and welfare issues, adhering to appropriate procedures
- ☒ Safety, health and welfare issues identified, and actions taken, as required, are reported to relevant personnel
- ☒ Provide advice to the Controller in relation to rotation, refreshment, replacement, fatigue management and rehabilitation of response personnel"
- ☒ Provide advice to the Controller and other personnel on immediate and future safety, health and welfare risks and mitigating strategies
- ☒ Implement and monitor the implementation of a safety reporting process, and investigate reports as appropriate
- ☒ Monitor and maintain safety, health and welfare requirements
- ☒ Keep the Controller informed of emerging safety issues and recommended actions
- ☒ Log activities and key decisions

- Provision of information and advice to the Controller relating to their organisation, including resources available for support
- Identification of issues affecting the response identified by their organisation
- Preparation of information for consideration by the Incident Management Team (IMT) in the development of the Incident Action Plan (IAP)

## CHECKLIST

- ☒ Act as the focal point for their own organisation
- ☒ Assist in establishing and coordinating inter-agency contacts
- ☒ Inform their organisation of response status and requirements
- ☒ Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources
- ☒ Contribute to the Common Operating Picture (COP)
- ☒ Contribute recommendations to the development of the IAP, including safety considerations
- ☒ Maintain records of their own agency personnel committed to the response
- ☒ Relay directions and taskings from the Controller to their own agency and resources
- ☒ Monitor check-in sheets daily to ensure that all organisational representatives are identified

- ✓ Monitor incident operations to identify current or potential inter-organisational problems
- ✓ Coordinate response resource needs for activities with the Controller
- ✓ Ensure that all required agency forms, reports and documents are completed
- ✓ Coordinate activities of visiting dignitaries from their own agency
- ✓ Log activities and key decisions



Pacific  
Community  
Communauté  
du Pacifique



PACIFIC ISLANDS  
EMERGENCY MANAGEMENT  
ALLIANCE

