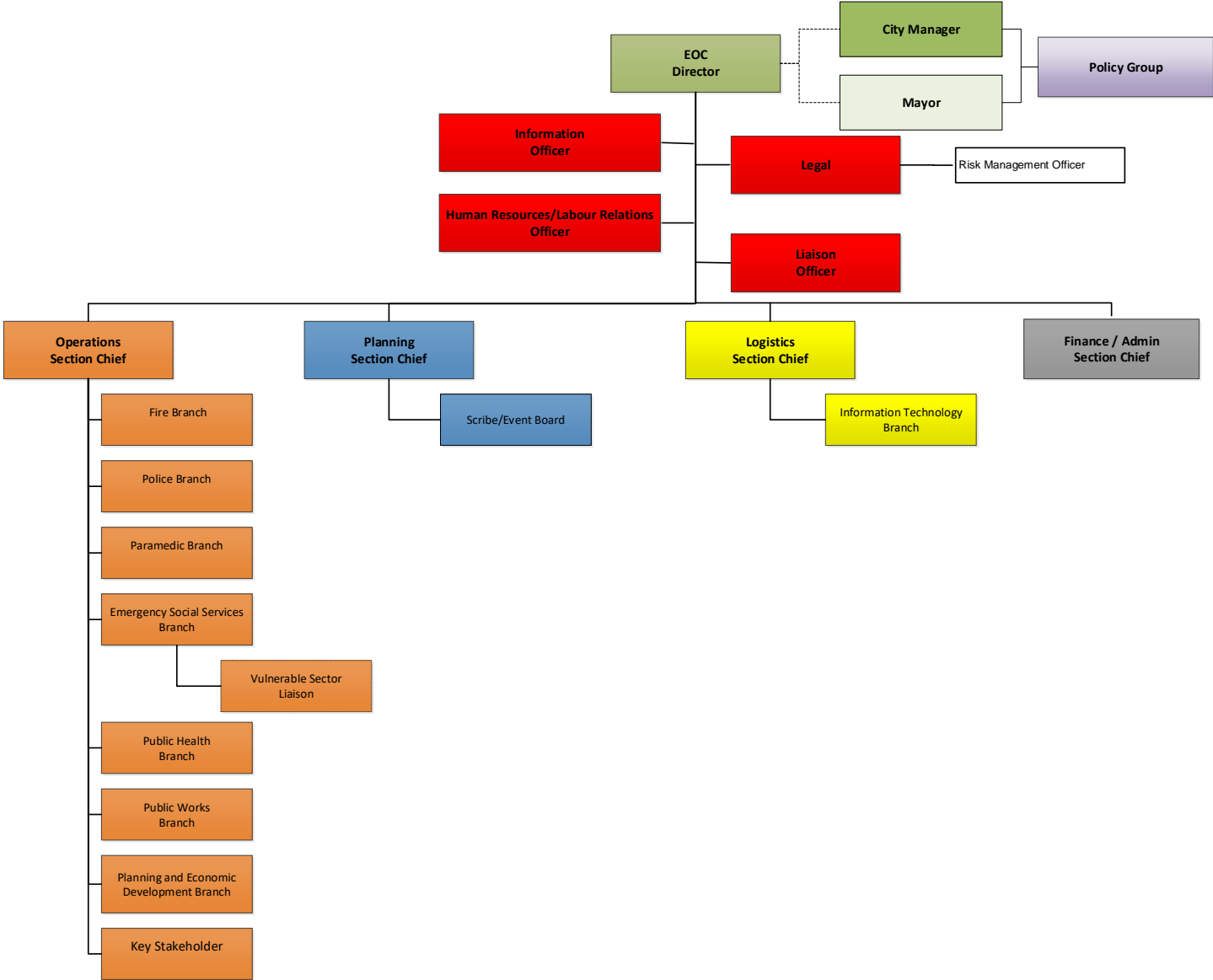
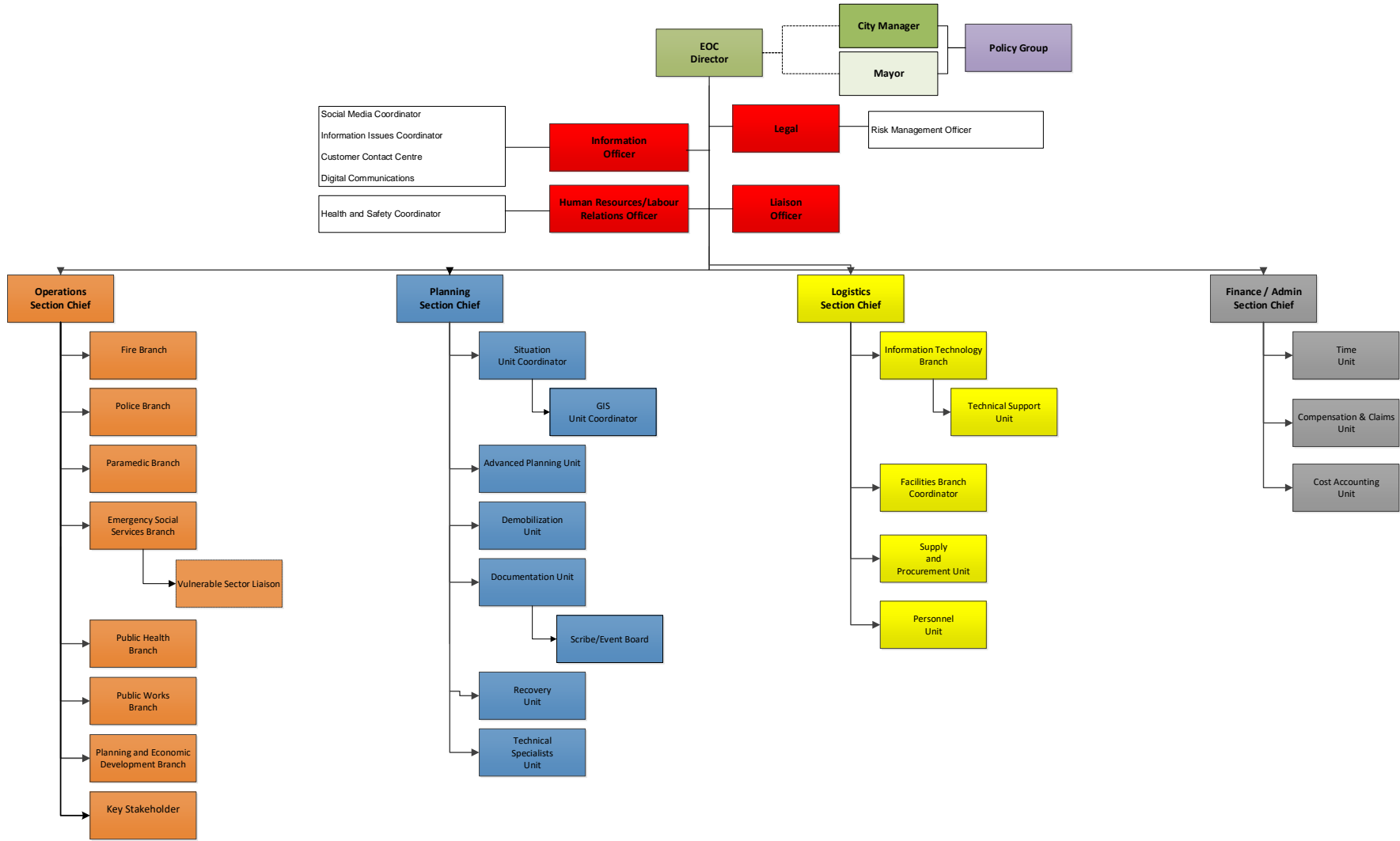


CITY OF HAMILTON EOC IMS ORGANIZATIONAL CHART LEVEL 1 – REVISED: MAY 2023 WITH VULNERABLE SECTOR LIAISON



CITY OF HAMILTON EOC IMS ORGANIZATIONAL CHART LEVEL 2 – REVISED: MAY 2023 WITH VULNERABLE SECTOR LIAISON



EOC Action Plan

Incident/Event Name:		
Date Prepared (dd/mm/yyyy):	Time Prepared (24 Hr.):	
Prepared for Operational Period No:	Start Date and Time:	End Date and Time:

Incident Summary – high level review of the incident

Objectives/Priorities: What high-level activities are necessary to complete during this next operational period?

1	C/IC	
Related Tasks		Responsible
2	C/IC	
Related Tasks		Responsible
3	C/IC	
Related Tasks		Responsible
4	C/IC	
Related Tasks		Responsible
5	C/IC	
Related Tasks		Responsible

EOC Action Plan

6	C/IC	
Related Tasks		Responsible

7	C/IC	
Related Tasks		Responsible

Are there any special considerations for those made vulnerable by the emergency?

Key Communication Messages (internal and external)

Prepared by:

Approved by: Planning Section Chief	Date/Time Approved:
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Approved by: EOC Director	Date/Time Approved:
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Distribution: All EOC Personnel Departmental Operation Centres Other: _____

EOC Management Team Meeting Agenda

Incident/Event Name:	
Date Prepared (dd/mm/yyyy):	Time Prepared (24 Hr.)
Prepared for Operational Period No	Chaired By:

Agenda Items	Responsible Function
1. Review of previous EOC Action Plan - follow-up from last meeting	EOC Director & Planning Chief
2. Status Reports	All Functions
3. Key Communication Messages	Information Officer
4. Vulnerability Unit Considerations **	Operations Chief
5. Priorities and Objectives for Next Operational Period	All Functions
6. New/Other Business	EOC Director

Prepared By (Planning Chief):	Approved by (EOC Director):
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- Distribution:
- | | | |
|--|--|---|
| <input type="checkbox"/> EOC Director | <input type="checkbox"/> City Manager | <input type="checkbox"/> Liaison Officer |
| <input type="checkbox"/> Information Officer | <input type="checkbox"/> Operation Section Chief | <input type="checkbox"/> Planning Section Chief |
| <input type="checkbox"/> Logistics Section Chief | <input type="checkbox"/> Finance and Admin Section Chief | <input type="checkbox"/> HR/LR Officer |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Other _____ | |