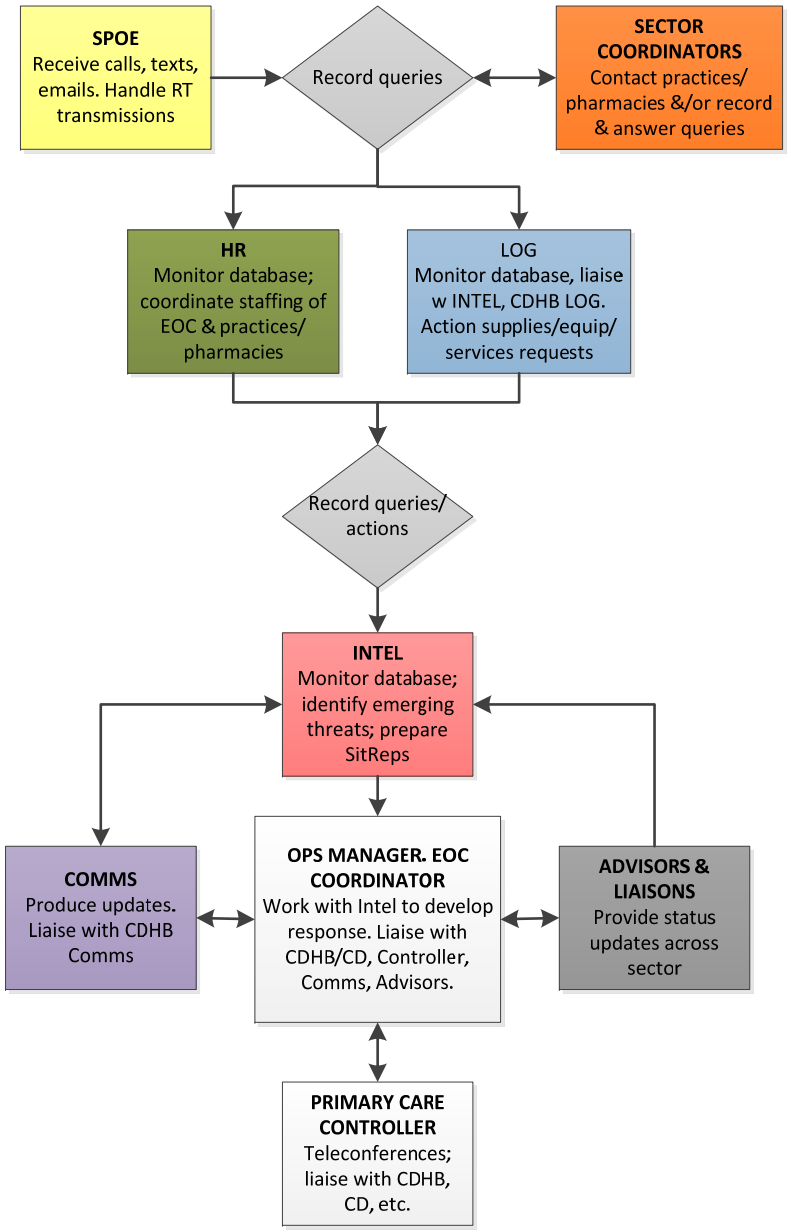

OPS

Primary Emergency Operations Centre

Canterbury District Health Board
Te Poari Hauora ō Waitaha

Canterbury Primary Response Group

OPS Key Contacts

Role	Name	Email	Phone

Objective

The OPS function develops the plan and makes decisions about what the EOC is going to do in the emergency response. The manager works with the Logistics manager, who arranges the resources required, as well as the Intel manager who gathers relevant timely information. In the absence of an EOC Coordinator, the OPS role performs this function.

OPS Tasks

Immediately

1. RSVP to Primary Care Coordinator's text message – attend briefing at EOC if able.

   What is the scale of the emergency, what is the planned response?
2. Decide the nature and timing of the response activity.
3. If working remotely, check internet/Citrix/phone working.
4. Obtain EOC kit.
5. Obtain current list of suppliers and contacts.
6. Check in with CDHB OPS.

Once at EOC

1. Check in with Primary Care Coordinator and EOC Coordinator.
2. Check in with Sector Coordinators.
3. Check in with LOG and INTEL.
4. Log into EOC database.
5. Log into webmail.
6. Log into OPS cell phone.
7. Develop response options in cooperation with INTEL; define EOC objectives.

Daily

1. Obtain update from LOG, INTEL, HR, COMMS and Rural. Review SitRep(s).
2. Liaise with CDHB Logistics and Civil Defence and/or City Council functions. Liaise with advisors and liaisons.
3. Report to Primary Care Controller prior to teleconference.
4. Priorities activity and communicate with EOC team; manage priorities (actions and resources).
5. Monitor and review response activity.
6. Coordinate production of SitReps.