

Activation Process

ACTIVATE STAFF

Response Manager

Access the EOC Contact list in Tauranga Emergency Operations Centre , MS Teams/General/ Files [TCC EOC Staff Contact List.xlsx](#) . Response Manager to identify and contact the Logistics Manager and remain in support.

Logistics Manager

Coordinate the activation of the EOC.

Personnel

- Confirm staffing requirements
- Identify Logistic staff to support activating staff and to set up the EOC
- Contact individual staff using the contact list
- Establish process for receiving, and briefing staff on arrival
- Notify Response Manager on completion

Brief staff on:

- Overview event (type, location, impacted area)
- Overview of any known risks associated with event
- Location of EOC
- Role required to fill
- Shift duration
- Equipment required: Laptop, work phone

It is the Logistics team responsibility to reassess current staffing requirements, wellbeing and future roster requirements.