

Civil Protection and Emergency Planning Volunteer

Role description

Role title:	Emergency Assistance Centre Manager.
Supported by:	On-call Duty Officer and Emergency Planning Team.
Role purpose:	To undertake this role within an EAC.
Location:	Designated EACs across the borough.

Tasks and responsibilities

- To setup and manage a designated Emergency Assistance Centre.
- To manage volunteer staff in designated roles within the EAC.
- To work and communicate with the on-call Duty Officer to co-ordinate the running of the EAC in response to the Emergency Incident.
- To keep precise and accurate logs of all actions taken within the EAC.
- To locate and distribute the contents of the Thurrock Emergency Grab Boxes.
- To undertake continual assessments of the EAC including the numbers of staff and the evacuees that have attended in case a further EAC is to be required to be opened.
- To arrange for refreshments and other equipment to be distributed to the Evacuees.
- To liaise with the emergency services that may attend the EAC.
- To undertake a successful and informing hand over to the incoming EAC Manager, should the incident go on more than 8 hours.
- If the incident closes, to make sure the centre is closed down correctly and to be the last person to leave the designated EAC.

Skills and experience

- The ability to communicate effectively and efficiently with all types of people.
- The ability to identify and address any desired needs.
- To have some form of management experience.
- To have a calm head during a crisis.

Time commitment

- As emergency incidents are not frequent, it will be an 'as and when' role. It could be during the day, on weekends or even during the night.

This role requires an enhanced Disclosure and Barring Service (DBS) check.