

# Thurrock Council volunteer role description

## Civil protection and emergency planning Emergency Assistance Centre Manager

<b>Supported by</b>	On-call Duty Officer and Emergency Planning team
<b>Role summary</b>	Undertaking a manager role within an Emergency Assistance Centre (EAC)
<b>Location</b>	Designated EACs across Thurrock.
<b>How to apply</b>	Complete the application form at <a href="http://www.thurrock.gov.uk/volunteering">www.thurrock.gov.uk/volunteering</a>

### Tasks and responsibilities

You will be expected to:

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

### Skills and experience

You must:

- have the ability to communicate effectively and efficiently with all types of people
- have the ability to identify and address any desired needs
- have some form of management experience
- 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, at the weekend or during the night, whenever there is an emergency.

### Support you will get

We will give you the training and support you need to do this role

**This role requires a Disclosure and Barring Service (DBS) check.**