

**Responsible for overall
management of RC**

RC1

**Coordinates media
visits with the RC
management staff**

RC2

**Point of contact for
external agencies**

RC3

**Proactively ensures
safety of RC for
evacuees &
responders**

RC4

Directs evacuees to appropriate service area according to their needs

RC5

Registers evacuees

RC6

Interviews evacuees to determine immediate needs for food, clothing, lodging, etc.

RC7

Takes inquiries about the safety and whereabouts of evacuees

RC8

Distributes on-site goods such as comfort foods

RC9

Works with provincial/territorial children's services office for the care & release of children not accompanied by their parents

RC10

Provides translators

RC11

Provides care for domestic pets while their owners are receiving RC services

RC12

Provides safe leisure activities for evacuees in the RC

RC13

Organizes transportation for evacuees from the RC to a place of lodging

RC14

Attempts to reunite families

RC15

Makes referrals to appropriate health care facilities when needed

RC16

Provides emotional support for evacuees and responders

RC17

Provides assistance to the elderly

RC18

Oversees distribution of Situation Reports

RC19

Ensures forms are archived

RC20

**Develops an advance
plan for RC response**

RC21

**Ensures RC kit is
ready for deployment
to next event**

RC22

**Assists evacuees with
transition from
immediate emergency
period to recovery**

RC23

**Tracks equipment for
use by ESS
responders**

RC24

**Receives solicited
donated goods for
evacuees**

RC25

**Ensures security of
individuals at RC**

RC26

**Manages walk-in
volunteers**

RC27

**Ensures food & water
for ESS responders are
available at the RC**

RC28

**Accompanies visitors
within the RC if
Meeter and Greeter is
not available**

RC29

**Ensures cleanliness
of the RC**

RC30

**Ensures data entry is
available**

RC31

**Provides parking lot
traffic control for the
RC**

RC32

**Gets information out
of the RC by internet**

RC33

**Provides technical
support for
responders working in
the RC**

RC34

**Oversees the
installation of
computers for the RC**

RC35

**Keeps travel claims
for ESS responders**

RC36

**Oversees claims for
personal injuries at
the RC**

RC37

**Oversees procurement
of new supplies**

RC38

**Responsible for the
safety of its
responders**

RC39

**Ensures all required
functions are
activated and carried
out**

RC40

Ensure RC receives complete & accurate information

RC41

Coordinates public meetings and media releases approved by the EOC

RC42

Gathers & disseminates information

RC43

Implements worker care measures

RC44

**Welcomes evacuees
into the RC**

RC45

**Provides referrals to
community suppliers
for assistance**

RC46

**Provides activities for
children while their
parents are receiving
services in the RC**

RC47

**Provides first aid to
evacuees and
responders in
accordance to their
level of training**

RC48

Records Information on Statistics Record

RC49

**Reviews all available
information to
anticipate RC future
needs**

RC50

**Creates a
demobilization plan
for the closing of the
RC**

RC51

**Contacts existing
suppliers to confirm
availability to provide
needed goods &
services**

RC52

Forwards unsolicited donations as per EOC direction

RC53

Ensures that comfort foods for evacuees are available

RC54

Transports paper & other small items within the RC

RC55

Ensures RC has needed furniture

RC56