



## **Emergency Operations Center (EOC) Warning Officer**

**Hawai'i Emergency Management Agency (HIEMA)**

**Department of Defense – Operations Branch**

**Location: O'ahu**

The Hawaii Emergency Management Agency (HIEMA) is seeking dependable and alert EOC Warning Officers to support 24/7 State Warning Point operations and statewide emergency communications functions.

### **Position Summary**

The Operations Branch supports daily coordination of operational activities upon implementation of State emergency response plans. The State Warning Point operates within the State Emergency Operations Center (SEOC) and serves as the central communications and warning hub for the State of Hawai'i.

This position supports the SEOC 24/7 Warning Section and is responsible for receiving, analyzing, and disseminating emergency warning and threat information to State and county agencies and the public.

The EOC Warning Officer also serves as a State Emergency Response Team (SERT) and Emergency Response Team (ERT) member during emergencies and disasters.

### **Key Responsibilities**

#### **State Warning Point Operations**

- Receive and disseminate warning information to State and local agencies and to the general public
- Transmit advisory, watch, and warning information to County Emergency Operations Centers (EOCs), County Warning Points, and other designated recipients
- Conduct communications checks of the National Warning System (NAWAS), Hawaii Warning System (HAWAS), emergency satellite communications systems, and radio systems
- Respond to periodic NAWAS communications checks

- Activate the State Emergency Alert System (EAS) during hazardous material incidents or other qualifying emergencies
- Coordinate activation of County Warning Point outdoor warning sirens during emergencies
- Notify County EOCs and partner agencies of HIEMA activation
- Activate emergency video crawlers for broadcast to cable stations
- Initiate emergency management software systems in response to incidents, personnel recall actions, and EOC activation checklists
- Answer telephone calls and provide information to the public and partner agencies

### **Threat Monitoring & Information Dissemination**

- Review and monitor information from the Department of Homeland Security, FBI, National Weather Service, Pacific Tsunami Warning Center, Hawaii National Guard, and State or local law enforcement regarding threats to the State
- Operate secure and non-secure communications and monitoring equipment, including telephones, video teleconferencing systems, fax devices, computers, and related software
- Receive, analyze, interpret, and evaluate intelligence and threat information related to domestic and transnational terrorism, public safety threats, and natural disaster indicators
- Disseminate intelligence and threat information to State agencies, county mayors, defense agencies, federal partners, and key private sector organizations
- Alert and advise leadership regarding early warning needs and dissemination of threat information to State and county officials and the public
- Disseminate advisories, bulletins, and emergency messages through State EOC systems, including the Inter-island Data Net (IDN)
- Prepare and distribute State EOC Situation Reports (SITREPs) in support of incidents, emergencies, or disasters

### **Additional Duties**

- Monitor security camera systems to ensure physical security of the SEOC and control visitor entry during non-business hours
- Input and maintain data in State emergency management software systems
- Monitor inventory levels and determine the need for office and computer supplies
- Prepare purchase orders in accordance with established procedures
- Perform related duties as assigned in support of Agency mission requirements

### **Supervision**

Supervisor: EOC Operations and Threat Specialist

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## **HAWAI'I EMERGENCY MANAGEMENT AGENCY**

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Work is performed under general supervision. Assignments are provided with instructions regarding tasks and methods. The supervisor is available to provide guidance on problems, difficulties, and questions. Work in progress and upon completion is reviewed for compliance with instructions, accuracy, and adequacy.

### **Recommended Qualifications**

#### **Education**

- Associate degree or completion of two (2) years of college coursework which provided knowledge of English grammar, spelling, and basic arithmetic

#### **Experience**

- Two (2) years of work experience in emergency management, disaster response operations, public safety, crisis communications, or related field
- Ability to work on a rotating shift schedule and remain on call for emergency situations

#### **Knowledge, Skills & Abilities**

- Ability to read and understand oral and written instructions
- Ability to speak and write clearly and concisely
- Ability to work effectively under stressful and time-sensitive conditions
- Ability to analyze and evaluate threat and hazard information
- Proficiency in operating computers and standard office equipment

#### **Tools & Equipment**

- Computer systems, telephones, radios, video teleconferencing systems, and secure communications equipment
- Calculator, copying machine, and other standard office equipment
- Familiarity with word processing, database, spreadsheet, geographic information system (GIS), and emergency management software systems

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#### **Required License**

- Valid driver's license to operate a vehicle in the State of Hawaii
- Must be able to obtain and maintain a security clearance

#### **Working Conditions**

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- Work is performed in the State Emergency Operations Center (SEOC), a secure, closed environment without windows
- Other EOC locations may be activated as necessary
- Work is conducted in an open office setting with periodic interruptions, moderate noise levels, and deadline pressures
- Must be able and willing to work rotating shifts, including nights, weekends, and holidays
- Must be available for additional hours with little or no advance notice during emergency activations
- May be required to support emergency preparedness, mitigation, response, and recovery activities with extended hours and limited rest

Join the Hawai'i Emergency Management Agency and serve on the front line of statewide emergency warning, coordination, and response operations.

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