

Emergency Operations Center

ANNEX A OF THE KNOX COUNTY EMERGENCY OPERATION PLAN

5/9/2022



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Primary Agencies: Knox County Emergency Management Agency

Support Agencies: 2-1-1, Pathways of Central Ohio

Amateur Radio Emergency Services/Mount Vernon Radio Club

American Red Cross

Behavioral Health Partners

Emergency Medical Services

Jurisdictional Executives

Knox Area Transit

Knox Community Hospital

Knox County 9-1-1

Knox County Animal Shelter

Knox County Community Emergency Response Team

Knox County Coroner

Knox County Engineers Office

Knox County Job and Family Services

Knox Public Health

Local Fire Departments

Local Law Enforcement

National Weather Service, Cleveland

Ohio Voluntary Organizations Active in Disaster

Public Information

Public Works

Salvation Army Mount Vernon Corps

I. Introduction

A. Purpose

The purpose of this annex is to provide direction and guidance on the function and management of the Knox County Emergency Operations Center (EOC).

Primary functions of the EOC includes:

- Collecting, analyzing, and sharing information;
- Supporting resource needs and requests, including allocation and tracking;
- Coordinating plans and determining current and future needs; and
- In some cases, providing coordination and policy direction.

The EOC is a part of the Command and Management component of the National Incident Management System (NIMS).

B. Scope

This annex applies to all participating departments and agencies of the jurisdictions contained within the geographic boundaries of Knox County.

C. Policy

It is the policy of Knox County to develop plans and procedures that incorporate the concepts of the National Incident Management System (NIMS), the Incident Command System (ICS) and the National Preparedness Goal.

D. Core Capabilities

This annex addresses the following Core Capabilities as defined in the National Preparedness Goal.

- Critical Transportation
- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Infrastructure Systems
- Logistics and Supply Chain Management
- Mass Care Services
- Mass Search and Rescue Operations
- On-scene Security, Protection, and Law Enforcement
- Operational Communications
- Operational Coordination
- Public Health, Healthcare, and Emergency Medical Service
- Public Information and Warning
- Situational Assessment

I. SITUATION AND ASSUMPTIONS

A. Situation

1. The Knox County Office of Homeland Security and Emergency Management Agency (EMA) will establish an EOC for the representatives of agencies and organizations needed to support incident management activities.
2. The Primary EOC is located within the joint EMA/ Knox County Sheriff's Office at:
11540 Upper Gilchrist Rd.
Mount Vernon, Ohio 43050
(740) 393-6772
3. In the event that the primary EOC is damaged, inaccessible, unsafe or must be evacuated one of the alternate EOC's may be activated. Alternate EOC locations are listed in Tab B.
4. In the event that the primary EOC is activated and becomes unusable, direction and control authority will be temporarily transferred to the Incident Commander while EOC representatives relocate and set up the alternate EOC.
5. If relocation is necessary, the EOC representatives relocating to the alternate EOC can transport themselves, ride with another representative, be escorted by an emergency vehicle, or ride in an emergency vehicle.

B. Assumptions

1. In the event that the EOC is activated, the primary or alternate EOC location will be adequate for coordinating the response.
2. EMA will insure that the EOC is in a constant state of readiness by regularly testing all equipment, conducting training and exercises, and by reviewing and updating procedures.
3. When the EOC is activated and communications have been established with the Incident Command, the Incident Commander will designate the EOC as the point of contact for all agencies and organizations responding to the emergency.
4. If the coordinating capacity of the EOC is exceeded, the EMA Director will request and be provided mutual aid assistance from directors from the counties adjacent to Knox County as well as the Ohio Emergency Management Agency (Ohio EMA).
5. Agencies and organizations supporting the EOC will participate in training courses, drills, and exercises involving EOC operations.
6. Agencies and organizations supporting the EOC have memorandums of understanding or mutual aid agreements with their peer agencies and organizations.

II. CONCEPT OF OPERATIONS

A. General

1. The EOC is where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual platforms with staff participating remotely.

Bringing representatives from various stakeholder and partner organizations together in EOCs optimizes unity of effort and enables staff to share information, provide legal and policy guidance to on-scene personnel, plan for contingencies, deploy resources efficiently, and generally provide whatever support is required.

In anticipation of or in response to a large or escalating incident, the EOC will be activated by the EMA Director or designee. The representatives from partner organizations will:

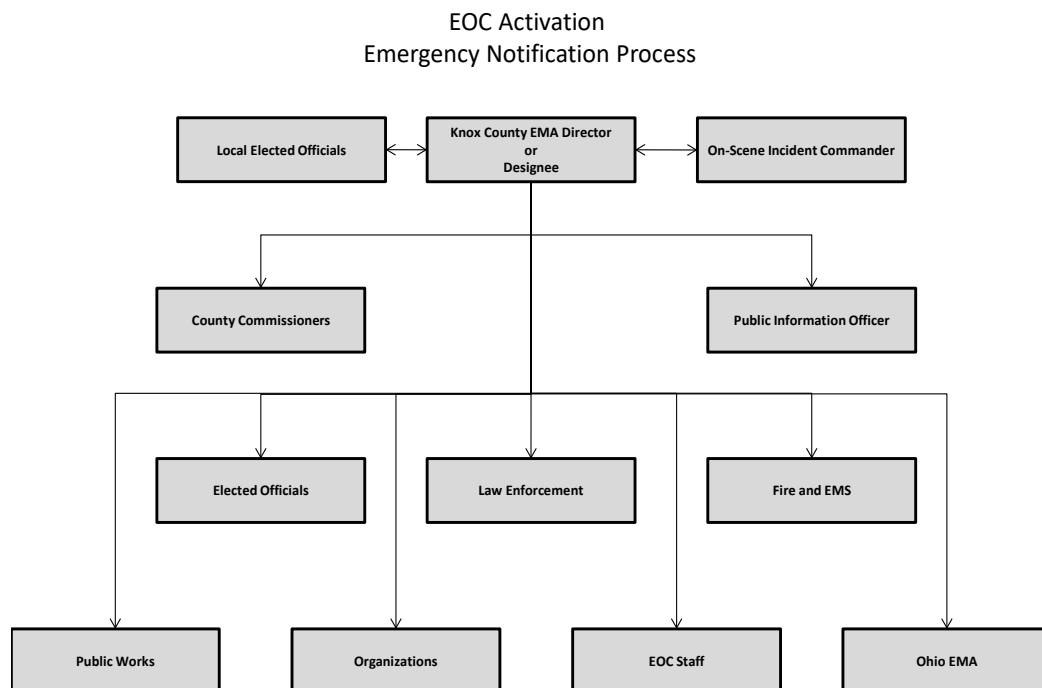
- Collect, analyze and share information
 - Coordinate plans and determining current and future needs
 - Support resource needs and requests, including allocation and tracking
 - Provide coordination and policy direction
2. The decisions made at the EOC are not tactical decisions. Tactical Decisions are made by the incident commander and the command staff at the incident scene.
 3. The EOC coordinates with the Incident Command Post (ICP) to:
 - Acquire, allocate, and track resources.
 - Manage and share information.
 - Establish response priorities among incidents.
 - Provide legal and financial support.
 - Liaison with other jurisdictions and other levels of government
 - Allow the Incident Commander to focus on managing the incident.
 - Promote problem resolution at the lowest practical level.
 - Provide strategic guidance and direction to support incident management activities.
 4. EOC personnel may support staff at an ICP, field personnel not affiliated with an ICP (e.g., personnel conducting debris removal or managing a shelter), or staff in another EOC.
 5. EOC staff may share the load with on-scene incident personnel by managing certain operations, such as emergency shelters or points of distribution.
 6. When on-scene incident command is not established, such as in a snow emergency, staff in EOCs may direct tactical operations.
 7. If 24 hours a day EOC operations become necessary, it will be accomplished by utilizing two 12 hour operational periods. Operational periods will change at 7:00 a.m. and 7:00 p.m. Prior to the previous shift leaving a briefing will be coordinated by the EOC Manager. The briefing will include the following:

Emergency Operations Center

- Current status of the event
 - Safety issues
 - Updates of ongoing missions
 - Current unfilled mission requests
 - Any unresolved issues
8. During the recovery phase the EOC will coordinate efforts to restore the affected area.

B. EOC Activation/Deactivation

1. The EOC can also be activated at the request of local elected officials within the county or the on-scene incident commander. Requests to activate the EOC will be made to the Knox County EMA Director or designee.
2. The EMA Director will determine what agencies and organizations need to be represented in the EOC.
3. The EMA Director or designee can expand and or collapse the EOC as required according to the type and complexity of the incident, by notifying needed agencies and organizations.
4. The EMA director may delegate the responsibility of notifying the necessary agencies and organizations that the EOC is activated.



5. The decision to deactivate the EOC will be made by the EMA Director. The decision to deactivate will be made after communication with the incident commander or unified command based upon:

- The incident status
 - The type and amount of resources still needed to meet incident objectives
 - Timeframe for completion
6. If no incident commander or unified command is present, the EMA Director in conjunction with those staffing the EOC and affected local elected officials will make the decision to deactivate based on the factors listed above.

The EOC may need to remain active to facilitate demobilization and recovery efforts.

7. After deactivation of the EOC, EMA staff will be responsible for returning the EOC to pre-emergency conditions to include replacement of used supplies.
8. Within two weeks after the completion of an EOC activation, a debriefing will be held to review the activation for the purpose of identifying opportunities for improvement. All individuals who served as part of the incident command staff or unified command and all who served in the EOC, including involved local elected officials, will be invited to participate. The EMA Director will update the EOP and any annexes to incorporate any identified improvements.

C. EOC Activation Levels

The level of EOC activation will be determined by the EMA Director according to the type and scope of the incident.

1. Level 1 or Monitoring Level – This is the lowest level of activation and may be utilized for monitoring potential incidents or less severe types of incidents but when a coordinated response would be beneficial. This level requires opening the EOC with minimal staffing. Positions staffed will be based on the type and scope of incident. The EOC may not be required to operate 24 hours a day and instead utilize scheduled meetings to coordinate information and response.
2. Level 2 or Partial Activation Level. This level requires opening the EOC with partial staffing. Positions staffed will be based on the type and scope of incident. Incidents necessitating partial activation may require the EOC to be operational 24 hours a day.
3. Level 3 or Full Scale Activation Level. This is the highest level of activation and would be utilized for severe, complex, or large scale incidents. All positions within the EOC will be staffed. Full scale activation will likely require the EOC to be operational 24 hours a day. If 24 hours a day operations become necessary at any level, it will be accomplished by utilizing two 12-hour operational periods.

III. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Organization

The EOC provides coordination, communications, resource allocation, tracking, hazard analysis and disseminates information. The EOC is staffed with representatives from multiple agencies and organizations who coordinate with the on-scene incident commanders. The number of EOC personnel and their skills may vary depending on the complexity of the incident.

The EOC will need the support of the Executive Group. The Executive Group can reside some distance from the Incident and the EOC. The Executive Group provides policy direction, legal support, financial support, and problem resolution.

B. Assignment of Responsibilities

The EOC is organized by major management activities into Groups. Specific positions in the EOC may or may not be filled based upon the type of incident and level of EOC activation.

1. Groups

- a. **The Executive Group** consists of elected and/or appointed officials. The Executive Group may be present near the EOC but more often provide guidance from elsewhere either as part of a formal group or individually. The Executive Group may include but not limited to:

- County Commissioners
- Affected Mayors
- Affected Township Trustees
- County Auditor
- County Prosecutor
- EMA Director

The Executive Group is responsible for:

- Emergency declarations
- Large scale evacuations
- Access to emergency funding
- Waivers to ordinances and regulations
- Legal support
- Problem resolution such as adjudication of scarce resources

- b. **The Operations Group** consists of representatives from each discipline with a responsibility for any portion of the response and is led by the Operations Manager. The Operations Group makeup will vary based on the incident and the level of activation. The Operation Group may include but is not limited to:

- Fire/Rescue
- Law Enforcement
- Medical
- Public Health
- Public Works
- Sheltering/Mass Care

The Operations Group is responsible for coordinating with and supporting the incident commander and on-scene responders. In addition, the Operations Group is also responsible for providing:

- Coordinate emergency functions within the EOC
 - Manage individual resources to include acquisition, assignment, and tracking
 - Provide all participants in the EOC with up to date incident response information
- c. **The Planning Group** makeup will vary as dictated by the incident and the level of activation. The Planning Group is responsible for collection of situation and resource status information, evaluating that information, and processing the information for use in developing incident action plans.

In addition, the Planning Group is responsible for preparing a Damage Assessment Report to include damage assessment by jurisdictions of the following:

- Private residences
 - Public buildings
 - Roads
 - Bridges
 - Crops
 - Casualties
 - Utilities (electric/communications/water/pipelines)
- d. **The Logistics Group** consists of staff to provide support to the operation of the EOC and is led by the Logistics Group Manager. The Logistics Group will assist the Operations Group in coordinating resources.
- e. **The Finance/Administration Group** is responsible for providing a coordinated financial management process for the incidents or incidents and is led by the Finance/Administration Group Manager.

2. Key Staff Positions

In addition to the personnel comprising the Groups listed above, there are other key positions necessary for an effective EOC. These positions include Emergency Operation Center Manager, Public Information Officer, Liaison Officer, and Security Officer.

- a. **The Emergency Operations Center Manager** is responsible for the following:
- Establishing the appropriate staffing level for the EOC activation level and continuously monitor organizational effectiveness to ensure that appropriate activation and staffing modifications occur as required.
 - Exercise overall management responsibility for the coordination between emergency response agencies.
 - Ensure that inter-agency coordination is accomplished effectively within the EOC.

- b. **The Public Information Officer (PIO)** is responsible for coordination of all information and serves as the interface with the media and other appropriate agencies. The PIO acts as a central clearing point for the dissemination of all public information.
- c. **The Liaison Officer** oversees all liaison activities. This includes coordinating with all outside agency representatives assigned to the EOC and handling requests from other EOCs.
- d. **The Security Officer** is responsible for providing security and access control of personnel to the EOC.

3. Support Staff

Each of the Groups and key staff positions will need support staff. Support staff may include but is not limited to:

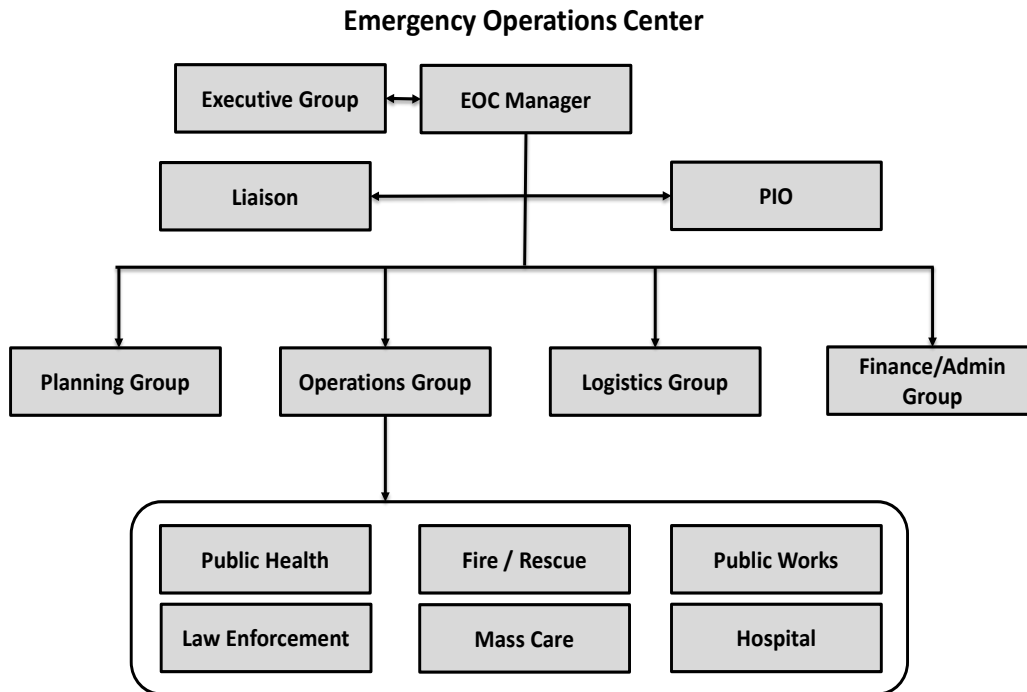
- 9-1-1 Communications Technicians
- Amateur Radio Emergency Services (ARES)
- Community Emergency Response Team (CERT)
- County Information Technology (IT) Staff
- County Geographic Information Specialist (GIS)

Support staff is responsible for:

- Supporting all EOC operations, groups, and positions
- Acquire Information about the incident, such as:
 - Casualty Information
 - Property Damage
 - Size of incident area
 - Sheltering Detail
 - Health Concerns
- Providing radio communications
- Providing telephone communications
- Directing telephone calls
- Distributing messages
- Maintaining the event log
- Tracking resources and expenses
- Providing planning support
- Authenticate reports
- Prepare and distribute informational updates within the EOC

4. Position Descriptions

A specific position description identifies the duties and responsibilities for each potential position within the EOC. Position descriptions are located in Tab H.



IV. DIRECTION AND CONTROL

A. Incident Command Post/EOC Coordinator

1. An Incident Command Post will be established at the site of the emergency by the primary agency that has jurisdiction at the scene.
2. The Incident Commander is the highest ranking official at the site.
3. The Incident Commander should appoint a coordinator who will act as liaison between the EOC and the Incident Command Post.
4. The Incident Command Post will provide regular updates of the incident status to the EOC.
5. A record of the updated status shall be maintained by EOC staff.

B. Executive Group

The Executive Group will provide the following as needed:

1. Create an Emergency Proclamation
2. Provide policy decisions

3. Approve emergency expenditures
4. Request a disaster declaration from the Governor

C. EMA Director

The EMA Director will manage EOC operations by coordinating:

1. agencies, organizations, and positions staffing the EOC
2. EOC briefings
3. with adjacent county EMA directors as needed
4. with Ohio EMA as needed
5. with Federal EMA as needed

D. State and Federal Officials

State and/or Federal officials arriving at the incident site or at the EOC will assume direction and control, only if requested by local executives.

E. Delegation of Executive Group Authority

1. The Executive Group can delegate all of or some of its authority to the EMA Director or other government official during an incident response.
2. The delegation of authority provided under this plan should be in writing and include all limitations, restrictions, and expirations of that authority.
3. The EMA Director or government official must notify the Executive Group when the delegated authority is returned to the Executive Group.

V. CONTINUITY OF GOVERNMENT

A. Succession of Command

1. The line of succession for the Executive Group is the County Commissioners in order of seniority. If no Commissioner has the ability to serve on the Executive Group, they would be succeeded by the County Administrator.
2. The line of succession to the Emergency Management Director is outlined in the Knox County Emergency Management Agency's Continuity of Operations Plan.
3. The line of succession for each agency or organization representative in the EOC is should be defined in their Standard Operating Procedures (SOP). All agencies and organizations that may be a participant in EOC activation are responsible for developing and maintaining their departmental SOPs, mutual aid agreements, equipment inventories and personnel roster including 24-hour emergency contact information.

B. Preservation of Records

1. It is the responsibility of each Group Manager to ensure that documentation within their Group properly records the Groups activity within the EOC.

2. It is the responsibility of the Planning Group to collect and maintain all documents created within the EOC. Upon deactivation of the EOC the Planning Group will provide all documents to the EMA Director or designee.
3. It is the responsibility of the EMA Director to maintain and preserve all documentation in accordance with the agency's record retention schedule.

VI. ADMINISTRATION AND LOGISTICS

A. Documentation

1. The proper EOC forms will be utilized to record messages and details about the incident. These will include agency forms and standard ICS forms. A description of the forms and their use are provided in the EOC Operation Period Briefing Document.
2. Each EOC participant that sends or receives messages shall maintain their own individual log.
3. All forms shall be completed in full.
4. All forms shall remain in the EOC.
5. All forms and other documents created within the EOC shall be provided to the Planning Group.
6. Upon deactivation of the EOC the Planning Group will provide all documents to the EMA Director or designee.

Whenever possible the appropriate information will be entered into the State of Ohio's Web EOC.

B. EOC Security

1. All individuals requiring access to the EOC will be required to enter the EOC through the designated entrance.
2. All EOC participants should be prepared to produce and display identification.
3. Each EOC participant or visitor entering or leaving the EOC is required to use the EOC Registration Log and complete each field.
4. No visitor will be granted access to the EOC without the approval of the EOC Manager.
5. All EOC visitors should be prepared to produce and display identification.
6. All visitors must be escorted while in the EOC
7. Visitors and participants are prohibited from taking photographs without permission of the EOC Manager.
8. EOC participants are only permitted share confidential information with Incident Command and EOC staff as necessary for the completion of EOC activities.

C. Fiscal Procedures and Administrative Authorities

Fiscal procedures during emergency will follow standard county purchasing guidelines unless modified or waived by the Executive Group. Any modification or waiver must be in writing and

signed by the ranking member of the Executive Group. Knox County EMA does have an Emergency Procurement Policy that is on file at the EMA office.

D. Alternate EOC

1. In the event that the primary EOC is not functional an alternate EOC location will be selected and activated by the EMA Director or designee.
2. The established EOC, staffing and procedures developed for the primary EOC will be utilized at the alternate location.
3. If possible, the equipment and supplies in the primary EOC will be relocated to the alternate EOC. If necessary, replacement equipment and supplies will be obtained under the direction of the EMA Director or designee.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Knox County EMA Director is responsible for ensuring that this annex is maintained and properly updated.

1. The EMA Director shall perform an EOC After Action Review (AAR) when an EOC is activated.
2. The EMA Director will make changes to this annex as deemed appropriate based on submitted suggestions for improvement and as a result of the opportunities for improvement identified in the AAR.
3. The EMA Director will publish and distribute all changes to this annex and forward revisions to all organizations that may be involved in an EOC activation.
4. The EMA Director is responsible for promoting integration of the EOC into agencies and organizations Standard Operating Procedures.
5. All agencies and organizations that may be a participant in EOC activation are responsible for developing and maintaining their departmental SOPs, mutual aid agreements, equipment inventories and personnel roster including 24-hour emergency telephone notification numbers.
6. The EMA Director will provide training as necessary to those that may be responsible for participating in EOC activation.
7. The EMA Director will work to annually test and exercise the activation and operation of the EOC.

VIII. AUTHORITIES AND REFERENCES

- A. Authorities – Section 5502 of the Ohio Revised Code.
- B. References
 1. EOC Management and Operations, Student Manual G-775
 2. ICS/EOC Interface Workshop, Student Manual G-191

IX. AUTHENTICATION

EMA Director

Date

President,
Knox County Board of Commissioners

Date

X. TABS

Tab A – Primary EOC Layout

Tab B – Alternate EOC Locations

Tab C – EOC Activation/Deactivation Checklist

Tab D – Emergency Support Functions

Tab E – EOC Operational Period Briefing

Tab F – EOC Operational Period Meeting Checklist

Tab G – After Action Report Template

Tab H – EOC Position Descriptions

Tab A - Primary EOC Layout

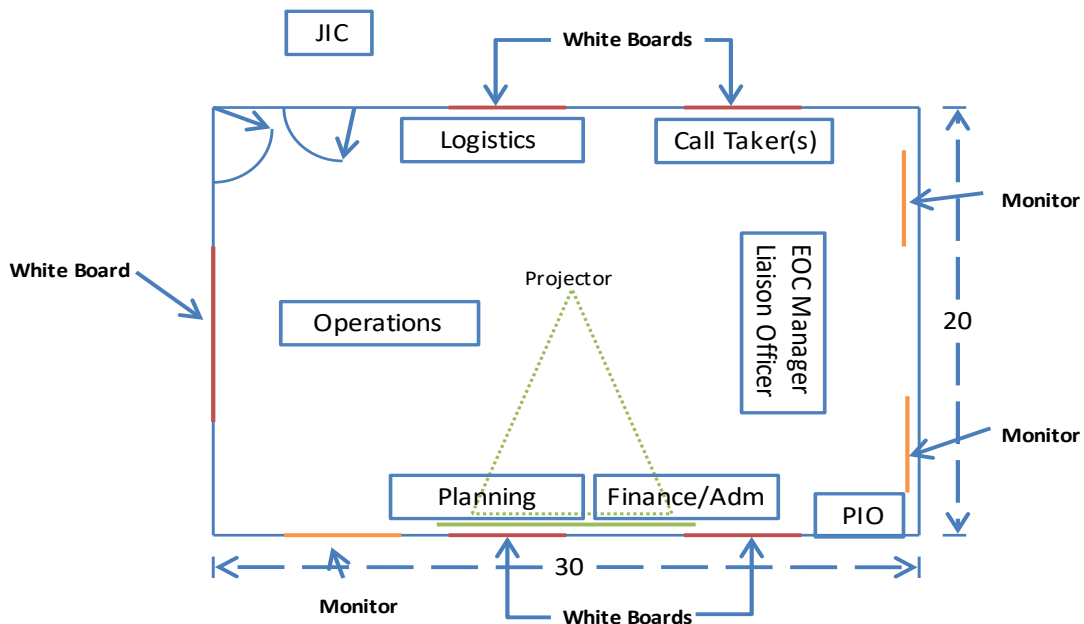


Knox County

Emergency Management Agency

Emergency Operations Center

* Room layout is subject to change based on type of incident and activation level



Tab B – Alternate EOC Locations

- Fredericktown Municipal Building – Council Meeting Room
2 East Sandusky Street, Fredericktown, Ohio 43019
- Central Ohio Joint Fire District
5138 Columbus Road, Centerburg, Ohio 43011
- Kenyon College – Eaton Center North
201 College Park Street Gambier, Ohio 43022
- Mount Vernon Fire Department – Training Room
200 West Gambier Street, Mount Vernon, Ohio 43050
- Village of Danville – Village Council Meeting Room
512 South Market Street, Danville, Ohio 43014

Tab C – EOC Activation/Deactivation Checklist

ACTIVATION

- Notify the Ohio Emergency Management Agency
- Assign security to entrance of EOC
- Notify EOC representatives
- Setup furniture per floor plan
- Install phones and computer network connections
- Organize maps and displays
- Energize and verify functionality of all equipment
- Distribute stationary supplies
- Make available food and water
- Begin recording Significant Events Log

DEACTIVATION/DEMOBILIAZATION

- Organize and secure all EOC records and data
- Notify the Ohio Emergency Management Agency
- Release EOC representatives
- De-energize equipment
- Return all EOC equipment to proper storage locations
- Repair or replace any broken equipment
- Prepare After Action Report
- Update plans and procedures based on Identified opportunities for improvement
- Update equipment based on Identified opportunities for improvement
- Schedule training and drills based on any changes to plans of equipment

Tab D – Emergency Support Functions

The following are Emergency Support Functions (ESF's) as outlined in the National Response Framework. ESF's are utilized within the State of Ohio EOC.

ESF #1 - Transportation

ESF #2 - Communications

ESF #3 - Public Works and Engineering

ESF #4 - Firefighting

ESF #5 - Emergency Management

ESF #6 - Mass Care, Emergency Assistance, Housing, and Human Services

ESF #7 - Logistics Management and Resource Support

ESF #8 - Public Health and Medical Services

ESF #9 - Search and Rescue

ESF #10 - Oil and Hazardous Materials Response

ESF #11 - Agriculture and Natural Resources

ESF #12 - Energy

ESF #13 - Public Safety and Security

ESF #14 - Long-Term Community Recovery

ESF #15 - External Affairs

Tab E – EOC Operational Period Briefing

Operational Period Briefing

At the beginning of each operational period of the Emergency Operations Center (EOC), the EOC manager will conduct an operational period briefing for all persons working within the EOC. The briefing will consist of the following items:

- Review location of restrooms, break area, evacuation route, and rally point
- Review EOC layout and filled positions
- Review the process for resource requests and the ICS 213 RR (Handout 1)
- Review the purpose and use of the ICS 213 GM (Handout 2)
- Review the purpose and use of the EOC Position Log
- Identify situation summary briefing including current and planned objectives for the operational period.
- Establish the EOC briefing schedule (battle rhythm)
- Have all positions take two minutes to review and become familiar with their checklists
- Remind all positions to refer all contacts from the media to the PIO
- Remind all positions of the following confidentiality items:
 - EOC participants are only permitted share confidential information with Incident Command and EOC staff as necessary for the completion of EOC activities
 - No visitor is permitted access to the EOC without the approval of the EOC Manager
 - All participants are prohibited from taking photographs without permission of the EOC Manager
- Provide a safety message

Handout 1 - EOC Resources Requests

The following flow charts describe the use of the proper use of the ICS 213 RR.

Chart 1 - Operations Section fills the request.

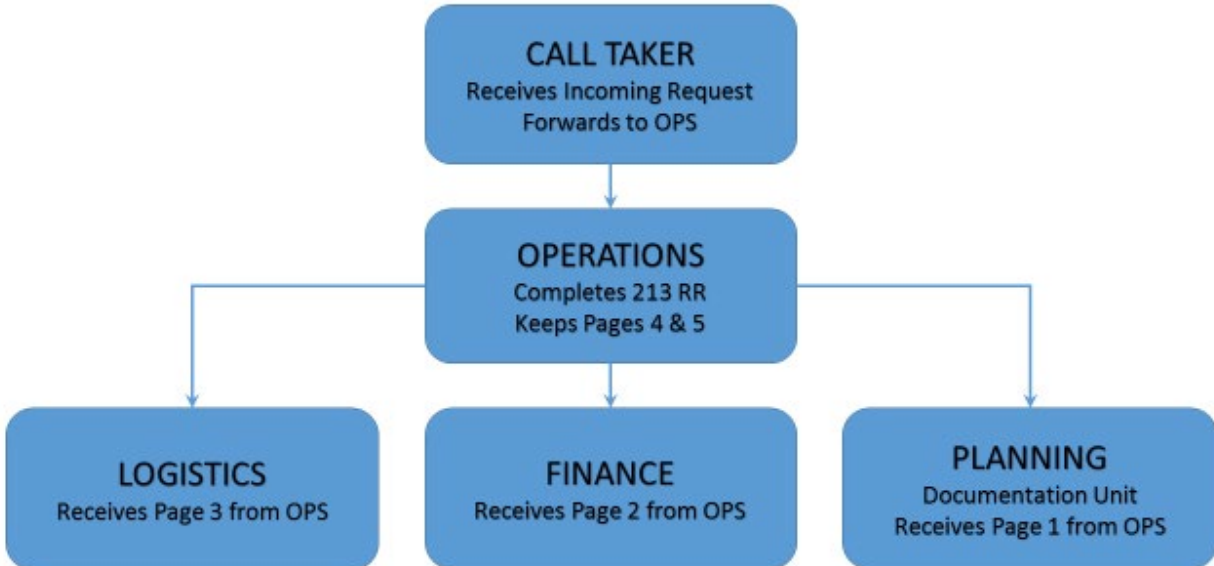
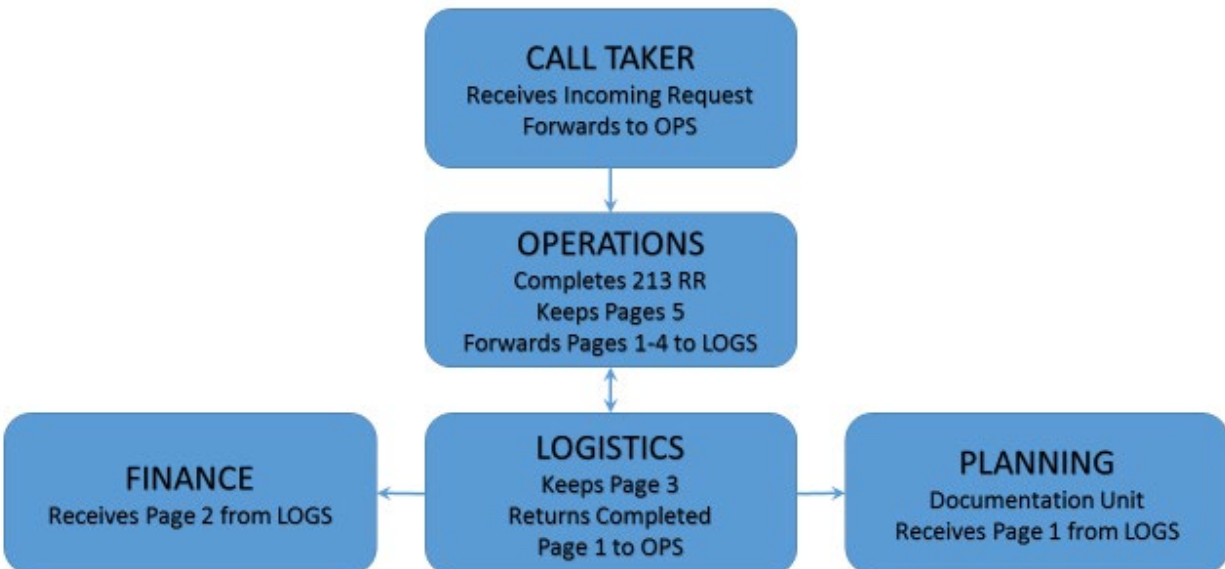


Chart 2 - Operations Section forwards to Logistics to fill the request.



Handout 2 - EOC Messaging

Messaging within the EOC will utilize the ICS 213 General Message Form.

Purpose: The ICS 213 GM is a 3-page duplicate form (white, yellow, pink) and is used to share, record, and request action.

- Sharing for Information only (Reply is *NOT* necessary)
- Recording Incident Update (Reply is *NOT* necessary)
- Request for Action Reply *IS* necessary back to the Originator
- ICS 213 GM should not be used for resource requests that have an associated expense

Distribution:

- Pink maintained by originator
- White & Yellow sent to the appropriate recipient
- If required, Recipient will add reply. Yellow copy returned to Originator, White copy sent to Documents Unit (Planning)
- If no reply is required, Yellow copy maintained by recipient, White copy sent to Documents Unit (Planning)

Handout 4 - EOC IT Connectivity

EMERGENCY OPERATIONS CENTER

EMA Secure WIFI

Password: zUs376r\$6a%#

EOC NAS Network

Website: \\10.1.8.249\EOC

Username: EOC

Password: Emergency!

EOC Safety Message

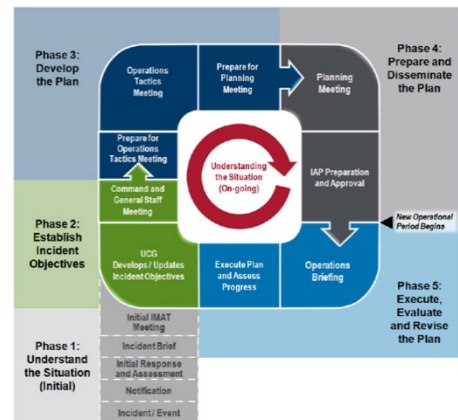
Working within the EOC can be a very stressful job. It is important that you take care of yourself.

- Drink plenty of fluids
- Take time to eat
- Take a break if you need one - just make sure to let your Group know you are stepping out of the room
- Let someone know right away if you have any type of medical issue
- If you feel like you are becoming overwhelmed, inform your Group Manager or EOC Manager
- Keep an eye on your coworkers to make sure they are taking care of themselves and not becoming overwhelmed

Tab F - EOC Operational Period Meeting Checklist

Initial Briefing (Phase 1)

- Facilitated by EOC Manager
- Attended by All EOC Staff and any other Essential Personnel
- Verify the EOC is staffed and operational
- Advise of the operational period
- Provide Operations Period Briefing
- Determine any logistical limits for resources



Objectives Meeting (Phase 2)

- Facilitated by Planning Manager or Designee
- Attended by EOC Group Managers or Designee and any other Essential Personnel

Objectives Meeting Agenda

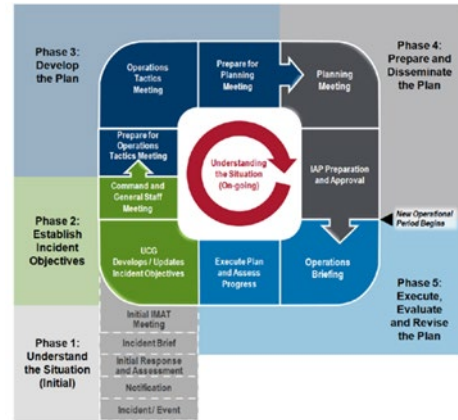
- Update Situational Awareness
- Discuss the incident’s growth potential
- Define Objectives – “What” are we going to do
 - Ensure Objectives are **SMART**
Specific, **M**easurable, **A**ction Orientated, **R**ealistic, **T**ime Sensitive
 - Prioritize Objectives
 Life / Safety - Incident Stabilization – Environment – Legal - Political Boundaries -
 Estimated response cost - Long-term community recovery

Tactics Meeting (Phase 3)

- Facilitated by Planning Manager or Designee
- Attended by EOC Group Managers or Designee and any other Essential Personnel

Tactics Meeting Agenda

- Group Reports
 - Liaison - Review EOC Operational Status
 - Logistics Manager - Update on Resources
 - Planning Manager - Review Situation Awareness
 - Operations Manager - Reviews Objectives with their Tactics
 - Finance Manager - Evaluate Burn Rate and Funding
- Develop Documentation
 - ICS 202 – Incident Objectives
 - ICS 215 – Operational Worksheet



Planning Meeting (Phase 4)

- Facilitated by Planning Manager or Designee
- Attended by EOC Group Managers or Designee and any other Essential Personnel

Planning Meeting Agenda

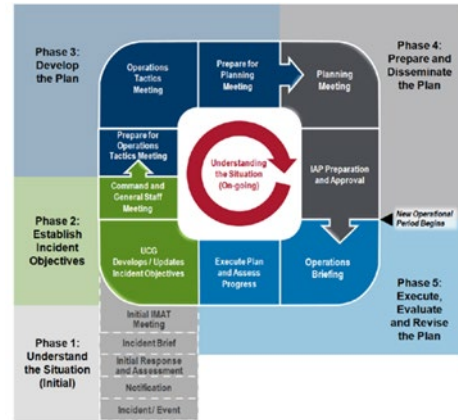
- Situational Update
- Review Objectives and Priorities
- Review Resource Status
 - At the Scene
 - On Order
 - In Staging
- Forecast Future Needs
- Elements of the IAP
 - ICS Forms
 - Press Releases

Execute/Evaluation/Revise (Phase 5)

- Facilitated by EOC Manager
- Attended by All EOC Staff

Start Second Operational Period

- Operational Period ends for Initial EOC Staff and begins for Subsequent EOC Staff
- Hand-off IAP
 - One on One Position Status Briefing
- Operational Period Tasks
 - Maintain Situational Awareness
 - Measurement - Planned / Actual Progress
 - Update as Necessary
 - Objectives
 - Tactics
 - Priorities
- Repeat the Planning Process



Tab G - After Action Report Template

Agency Name & Logo

After Action Report & Improvement Plan

INSERT DATE

Purpose of Exercise:

Detail whether this was initiated by community, county, or regional agencies (be specific). State why the exercise was conducted, including which target capabilities (critical areas) and activities were defined as needing to be exercised.

Executive Summary:

Detail overall Executive Summary of the planned exercise or real world event.

Scenario Overview:

Detail of specific scenario of the exercise or real world event.

Objectives Evaluated:

List of exercise or real world event objectives desired to reach.

Observed Strengths:

Include key strengths aligned with desired objectives

Priority Areas for Improvement:

Include key areas of improvement aligned with desired objectives

Conclusion and Summary

Include key lessons learned and best practices.

Tab H - EOC Position Descriptions