

PERIODIC STAND UP EOC PLANNING MEETINGS

- Meeting of senior staff to validate objectives, policies, and EOC resource needs
- Review authorities, resource tasks and ordering processes
- Other Command and General Staff address key issues (Safety, PIO, Liaison, etc)

WORKING DRAFTS OF IAP

- Updates as needed (hourly?)

EOC IAP PRODUCTION

- By the 11th hour
- Planning Section compiles data on current situation, objectives, policies, tasks, and resources
- Collects from other sections remaining IAP elements
- Assembles the IAP

APPROVAL & DISTRIBUTION

- By the 11th hour
- Completed EOC IAP is presented to the EOC Command for approval and signature
- Approved EOC IAP is duplicated and distributed to approved positions and parties

DETERMINE EOC RESOURCES TO SUPPORT FIELD NEEDS

- Repeated as needed (hourly?)
- Determine current and projected field needs
- Compiled by Operations Section
- Inputs also provided by PSC, LSC, SO, and others in operations as needed

EOC OBJECTIVES UPDATED AND POLICIES CONFIRMED

- Repeated as needed (hourly?)
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s)
- Policies confirmed by EOC Command with input from Command and General Staff

INITIAL BRIEFING

EOC Command and General Staff provides situation update and establish the following:

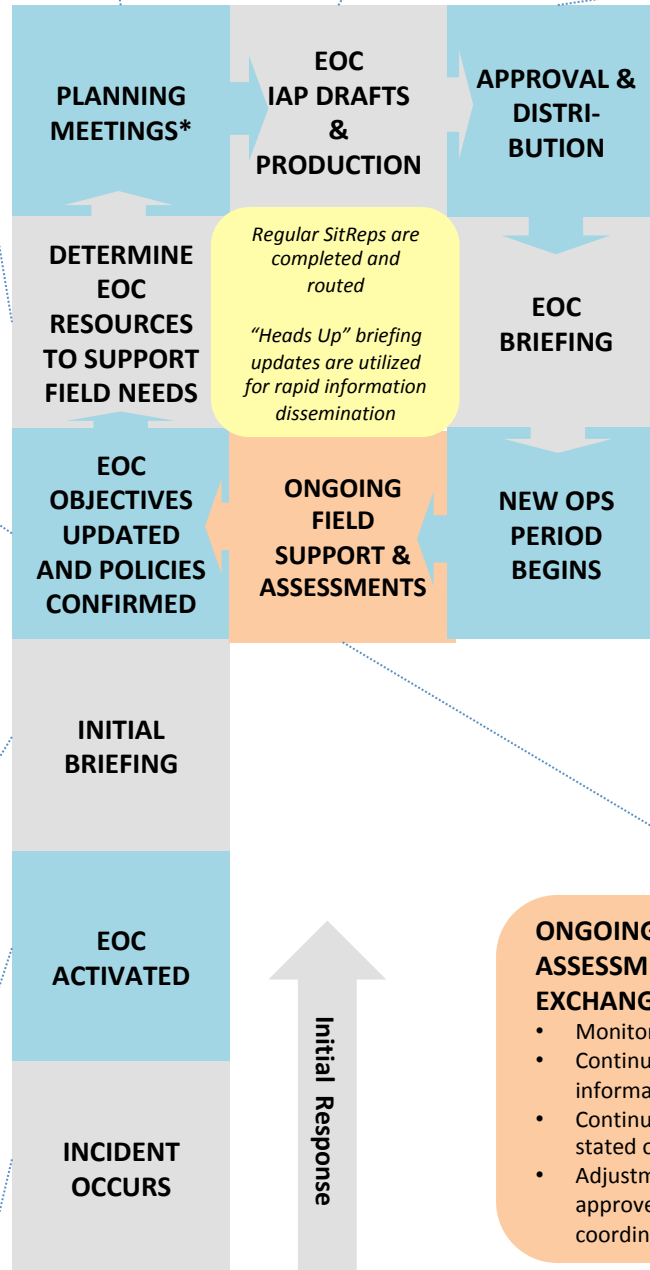
- Event name
- Operational period duration
- Initial goals and objectives
- EOC staffing pattern
- Meeting schedule

EOC ACTIVATED

- EOC Team staff are notified
- Emergency Manager ensures EOC readiness
- EOC Team staff checks in
- EOC Team staff reviews position desk book

INCIDENT OCCURS

- Emergency responders arrive on-scene(s)
- Response activities commence
- Based upon pre-determined benchmarks, the EM COM is made aware of situation and need for EOC activation is determined



EOC BRIEFING

- By the 11th hour
- EOC Command briefs EOC Team staff on approved EOC IAP
- EOC Command ensures resources are in place for implementation

NEW OPERATIONAL PERIOD BEGINS

- Incoming EOC Team staff are briefed
- Outgoing EOC Team staff are debriefed
- Senior staff normally arrives 60-120 minutes prior to the period change to promote effective transition

ONGOING FIELD SUPPORT & ASSESSMENT & INFORMATION EXCHANGE

- Monitor ongoing field and EOC operations
- Continuous exchanges and analysis of information: internal and external
- Continuous evaluation of progress against stated objectives in the EOC IAP
- Adjustments may be made but must be approved by the EOC Command in coordination with the OSC and PSC

THE EOC PLANNING "P"

Note: EOC operations for ongoing field support involves three elements that must be simultaneously managed: unfulfilled requests from prior operational periods; current resource requests; and planning for meeting future needs.

* Smaller group planning meetings will also be taking place throughout the operations period to address issues as they arise and also begin to address recovery activities.