

EOC Activation Checklist

Initial Notification

- Discuss strategy with key Chief Elected Officials
- Officials make determination to:
 - Notify members of Emergency Management Organization
 - Implementation of Emergency Management Plan
 - Establish an EOC
 - Establish level of activation

Establishment of EOC facility

- Determine appropriate facility for use as EOC
 - Anticipate size of event response
 - NOTE: Not desirable to move EOC once established, plan accordingly
- Notify facility representatives on need for facility
- Establish communications assets in facility
 - Phone, Data, Fax, Two way radio as appropriate
- Establish check in procedures and location
- Establish credentialing procedure/security for EOC
 - Establish and communicate acceptable credentials for incident scene, integrate into Security Plan for event.

Secondary Notification

- All response agencies involved in response that EOC is established and where
 - Request that liaison be sent to EOC if required (operational)
- County Emergency Management agency
 - EOC established, location, phone number
 - Any expectations of providing resource support
 - If there is a need for a county liaison to the EOC
- EM Committee Team members
- Additional personnel as required

Establish Incident Command Structure within EOC and Assign Positions

- EOC Manager assigns Section Chiefs for Operations, Planning, Logistics and Finance Administration
- EOC Manager Requests appropriate liaisons to EOC representing response agencies and other groups involved in response. (Example: NYSEG, Verizon, railroad, State or Federal Agencies)
- EOC Manager briefs EOC participants on situation and objectives
 - Introduces Section Chiefs
- Chief Elected Official appoints PIO and Safety Officer
 - PIO initiates contact with local media, establish press briefing times and coordinate with Planning Section.
 - Safety officer works with Planning Section to formulate EOC Safety Plan. (includes any other facilities supplemental to EOC)
- Hold Command and General Staff Meeting
 - Review situation status
 - staff introductions

- set objectives
- review assignments
- set staff meeting schedule
- set schedule for situation reports
- set operational period schedule
- set media briefing schedule
- All Section Chiefs and unit managers shall maintain a Unit Log (ICS 214)

Operations Section Chief

- Review Job Description and Position Check list
- Coordinates mission requests and assignments
- Oversees coordination of units within EOC including liaisons
- Stands up functional units if required (Ex: Mental Health, Donations Management, etc)
- Assigns assistants and Branch Managers as needed (Ex: Geographically or by Function)

Logistics Section Chief

- Review Job Description and Position Check list
- provides for communications assets for EOC
 - Assigns Communications Unit Leader if needed
- Responsible for maintenance and operations of facilities
- Responsible for food for EOC staff
- Fills appropriate Support or Service Branch positions as needed
- Obtain resources as required to support operation

Planning Section Chief

- Review Job Description and Position Check list
- Begin assembling Incident Action Plan (IAP)
 - Incident Objectives (ICS 202)
 - Organizational Assignments (ICS 203)
 - Communications Plan (ICS 205)
 - Medical Plan (ICS 206)
 - Develop and Post Organization Chart (ICS 207)
 - Site Safety Plan (ICS 208)
- Assign Situation Unit Leader
- Assign Resource Unit Leader
- Assign Documentation Unit Leader
- Activate any other unit necessary to accomplish required tasks
- Determine format and time of situation report
- Establish schedule for planning meetings

Finance Section Chief

- Review Job Description and Position Check list
- Document costs and personnel time
- Determine purchasing policy
- Determine methods to finance commodities required for response
- Assigns positions as required

Demobilization Plan

- A Demobilization Unit Leader shall be designated
- Develops plan for return of resources to respective agencies.
- Plan includes demobilization plan for staff and facilities.