

EOC ACTION PLAN _____

JURISDICTION _____

Operational Period

Date:

Start Date / Time

End Date / Time

Location/Jurisdiction



EOC ACTION PLAN PREPARED AND APPROVED

PREPARED BY (Planning/Intel Section Chief):

Approved by (EOC Director):

EOC ACTION PLAN

Jurisdiction:

FOR OPERATIONAL PERIOD:

FROM: *Date*
Time

TO: *Date*
Time

PREPARED:

Date
Time

SITUATION SUMMARY

MAP/DRAWING

WEATHER FORECAST FOR OPERATIONAL PERIOD

SAFETY MESSAGE

ATTACHMENTS
(IF ATTACHED)

Current Situation Report

Task Assignments

Traffic/Staging Area Map

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
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EOC SECTION OBJECTIVES		Part A
Overall EOC Goals		
1. SAFETY		
2. PROTECT LIFE		
3. PRESERVE PROPERTY		
4. EMERGENCY EVACUATION / RESCUE AFFECTED AREA		
5. CARE AND SHELTER (include animals)		
6. MONITOR WORSENING CONDITIONS		
7. PROVIDE UPDATE INFO TO REOC / SOC		
8. PROVIDE ALERT / WARNING AND PUBLIC INFO		
9. REASSESS CONDITIONS / ACTIONS CONTINUALLY		
Overall EOC OBJECTIVES (to meet Goals)	Assigned To:	

EOC Staff List	
MANAGEMENT STAFF	PLANNING & INTELLIGENCE SECTION
EOC Director	Planning & Intelligence Chief
Public Information Officer	Situation Unit Leader
Safety Officer	<i>Field Observation Single Resource Boss</i>
Agency / Liaison Officer	Documentation Leader
Legal Officer	<i>Message Center Single Resource Boss</i>
Emergency Preparedness Coordinator	Technical Specialist Unit Leader
Persons with Disabilities & Functional Needs Officer	<i>GIS Single Resource Boss</i>
	Demobilization Unit Leader
	Resource Unit Leader
OPERATIONS SECTION	LOGISTICS SECTION
Operations Chief	Logistic Chief
Fire / Rescue Branch Director	Communications Unit Leader
<i>Fire / Rescue Group Supervisor</i>	Medical Unit Leader
<i>Disaster Medical Group Supervisor</i>	Food Unit Leader
<i>Search / Rescue</i>	Supply Unit Leader
<i>Haz Mat</i>	Facilities Unit Leader
Law Enforcement Branch Director	Care and Shelter Unit Leader
<i>Law Operations</i>	<i>Mass Care and Shelter Single Resource Leader</i>
<i>Coroner</i>	Personnel Unit Leader
Public Works Branch Director	Transportation Unit Leader
Utilities Branch Director	
FINANCE SECTION	AGENCY REPRESENTATIVES
Finance Section	
Time Recording Unit Leader	
Purchasing Unit Leader	
Compensation & Claims Unit Leader	
Cost Accounting Unit Leader	

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DISTRIBUTION:

- _____
- _____
- _____
- _____
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ATTACHMENTS

SCHEDULED MEETINGS & BRIEFINGS (DIRECTOR / PLANS COORDINATOR / PIO)				
BRIEFING TYPE	FREQUENCY	TIME	LOCATION	BRIEFER
Section Chiefs	2/Daily			Section Chiefs
EOC Staff Shift Change	2/Daily			Plans Chief
Media	2/Daily			PIO
EOC Action Planning Meeting	2/Daily			Director/Plans Chief

