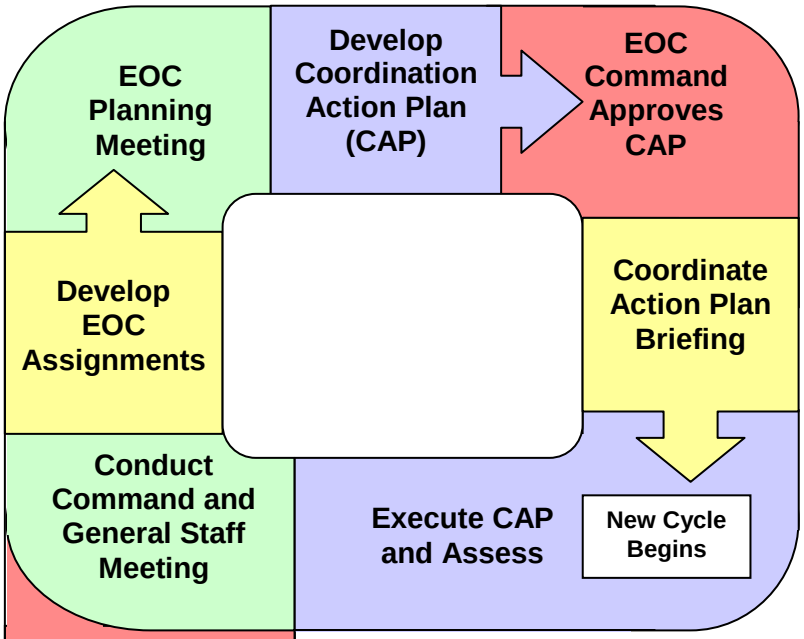
EOC Operating Cycle

Develop EOC Assignments
- Identify staff assignments
- Make key decisions
- Resolve problems and issues
- Review and update open action tracking
- Identify critical resources
- Determine Information Reporting threshold and process
- Procure and assign critical resources to incident(s) based on priority
- Draft CAP

EOC Planning Meeting
- Confirm Priorities
- Identify Limitations and Constraints
- Review EOC Operating Objectives and direction
- Approve draft CAP
- Review and clarify EOC operating procedures
- Address coordination issues with other MACS entities
- Review and update open action items
- Review EOC activity/meeting schedule

Develop CAP
- Coordinate plan development with appropriate EOC staff
- Assemble and review CAP

Conduct EOC Command and General Staff Meeting
- Identify tasks and resources to support ICs/UC/AC operations and EOC support operations
- Develop EOC Priorities, Limitations constraints, and objectives.
- Complete draft of the EOC-215/204s
- Develop contingencies and support plans



EOC Command Approves CAP
Present CAP to EOC Command for approval
- Identify entities that require a copy of the Plan
- Duplicate for distribution

Brief CAP
Ensure that appropriate entities have copy of the CAP
- Brief the CAP and clarify any issues and/or concerns
- Make revisions to the CAP as needed

Establish Coordination with ICs/UCs/ACs
- Define the area(s) of responsibilities (functional and/or geographic) and scope of work between the incident(s) and EOC
- Obtain situation report from the incident(s) and/or Area Command
- Document briefing and initiate open action tracking
- Identify incident resource shortfalls and other support requirements
- Agree on a resource ordering process
- Agree on reporting requirements between the incident(s) and the EOC
- Define the hours of operations and shift-lengths

Initial Activities

Establish Coordination with IMT's/ACP's

Activate EOC

Communicate with Agency Executive

Incident Notification or Warning

Execute CAP and Monitor EOC Effectiveness
- Maintain liaison with the ICs, UCs, ACs, other MACS entities
- Evaluate EOC support effectiveness and make changes as needed
- Evaluate and maintain appropriate EOC staffing level
- Maintain situational awareness
- Brief agency officials
- Monitor EOC information flow

Activate EOC
- Determine level of activation
- Ensure that activation orders are communicated
- Set time to be operational
- Ensure all IT systems are operational
- Identify initial staffing requirements
- Brief incoming staff on situation and provide interim direction
- Notify all other coordinating entities that the EOC is activated

Communicate with Agency Executive
- Agree on reporting requirements including critical information and timelines
- Identify limitations & constraints
- Establish priorities
- Define social, political, economic and environmental issues
- Identify cost constraints
- Discuss any interagency concerns

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