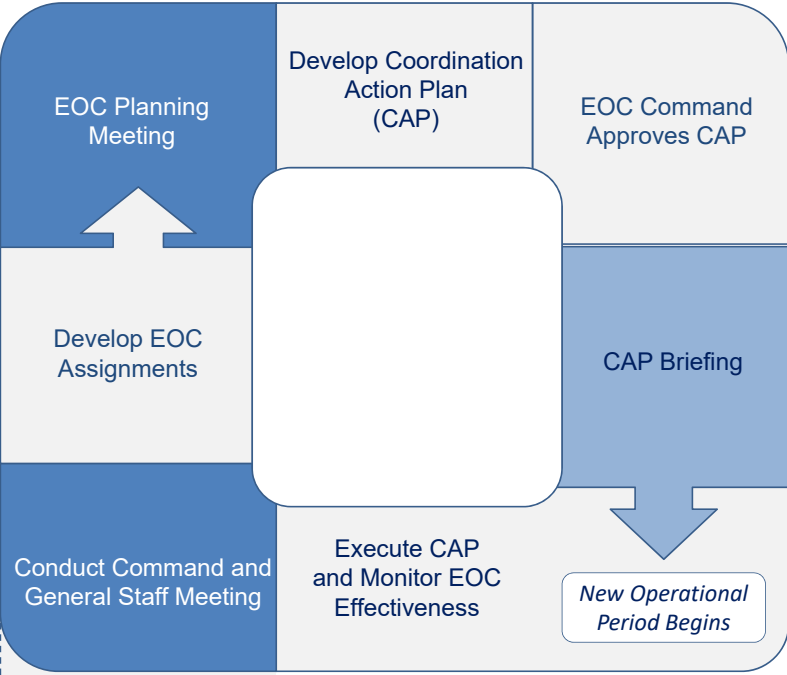


Emergency Operations Center Operating Cycle

- 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

- 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



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

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

- CAP Briefing**
- 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

- 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

- 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

- 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

- Establish Coordination with IMTs/ACPs**
- Activate EOC**
- Communicate with Agency Executive**
- Incident Notification or Warning**
- Incident**

- 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

Meeting

Briefing

Action