

EOC COORDINATION MEETING AGENDA

Facilitated by: The Planning & Intelligence Section Coordinator or the EOC Coordinator: They ensure the EOC Coordination process is followed. Meeting runs approximately 30 minutes.

Attendees: EOC Directors & Deputies, Liaison & Public Information Officers, Section Coordinators, Situation Unit Leader (**Agency Representatives, Technical Specialists & others attend at the request of the EOC Director**)

Section Coordinators who have not yet presented should be taking notes to determine the impact of other Sections actions on theirs or to determine the potential for their Sections impact on other Sections, whether positive or negative.

Who	Time	What
Planning & Intelligence (P&I) Coordinator	1 min	Set ground rules: cell phones off or silent; no side conversations; wait until called upon by P&I Section Coordinator; keep to your time limit; if needed, items will be put on hold for sidebar discussions at the conclusion of the meeting.
Situation Unit Leader	No > 10 min	<ul style="list-style-type: none"> • Provide an oral summary of the most current Situation Report
Operations Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide summary of how you are achieving the standing objectives • Identify any obstacles in meeting any objectives, identify potential solutions to overcome the challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered
Logistics Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide summary of how you are meeting the standing objectives • Identify any obstacles in meeting any objectives, identify potential solutions to overcome the challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered
Finance/Admin Coordinator	3 min	<ul style="list-style-type: none"> • Provide summary of how you are meeting the standing objectives • Identify any obstacles in meeting any objectives, identify potential solutions to overcome the challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered
Planning Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide summary of how you are meeting the standing objectives • Identify any obstacles in meeting any objectives, identify potential solutions to overcome the challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered
Liaison Officer	3 min	<ul style="list-style-type: none"> • Provide status of Operational Area EOC • Provide summary of what Agency Representatives are present and the status of any who have been requested, but are not present • Provide a summary of any significant actions or information reports provided by Agency Representatives • Determine if there is a need for any other Agency Reps to be requested • Bring up any questions posed by Agency Reps
Public info Officer	3 to 5 min	<ul style="list-style-type: none"> • Provide status of Joint Information Center/System • Provide media summary including: public information strategy, schedule of media briefings, schedule of town-hall meetings (include location of briefings/meetings as well as lead person/agency & participating agencies in the briefing/meeting) • Provide summary of any rumors as well as rumor control strategy
EOC Director & Deputies	2 to 3 min	<ul style="list-style-type: none"> • Ask clarifying questions to any Section Coordinators, Liaison or PIO
EOC Director & Deputies		<ul style="list-style-type: none"> • Validate existing objectives or adjust as necessary for remainder of Operational Period • If objectives are adjusted or new objectives added, make clear to the Section Coordinators which Section(s) is/are responsible for them • Provide guidance/direction to Sections regarding resolving EOC Coordination conflicts

EOC PLANNING MEETING AGENDA

Facilitated by: The Planning & Intelligence Section Coordinator or the EOC Coordinator: They both ensure the EOC coordination process is followed. Meeting runs approximately 30 minutes.

Attendees: EOC Director & Deputies, Liaison Officer, PIO, Section Coordinators, DAFN Technical Specialist Situation Unit Leader (**Agency Representatives, Technical Specialists & others attend at the request of the EOC Director**)

Section Coordinators who have not yet presented should be taking notes to determine the impact of other Sections actions on theirs or to determine the potential for their Sections impact on other Sections, whether positive or negative.

Who	Time	What
Planning & Intelligence (P&I) Coordinator	1 min	Set ground rules: cell phones off or silent; no side conversations; wait until called upon by P&I Section Coordinator; keep to your time limit; if needed, items will be put on hold for sidebar discussions at the conclusion of the meeting.
Situation Unit Leader	Not > 10 min	<ul style="list-style-type: none"> • Provide an oral summary of the most current Situation Report
Operations Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide status of achievement of current objectives and strategy to either complete objective or transition objective to next Op Period • Identify any obstacles in meeting any objectives, identify potential solutions to overcome challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered • Provide Section staffing recommendations for next Op Period
Logistics Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide status of achievement of current objectives and strategy to either complete objectives or transition objectives to next Op Period • Identify any obstacles in meeting any objectives, identify potential solutions to overcome challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered • Provide Section staffing recommendations for next Op Period
Finance/Admin Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide status of achievement of current objectives and strategy to either complete objectives or transition objectives to next Op Period • Identify any obstacles in meeting any objectives, identify potential solutions to overcome the challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered • Provide Section staffing recommendations for next Op Period
Planning & Intelligence Coordinator	3 to 5 min	<ul style="list-style-type: none"> • Provide status of achievement of current objectives and strategy to either complete objectives or transition objectives to next Op Period • Identify any obstacles in meeting any objectives, identify potential solutions to overcome the challenges and identify who/what is needed to support overcoming the challenges • Identify any potential actions or consequences that need to be considered that are not currently being addressed or considered • Provide Section staffing recommendations for next Op Period
Liaison Officer	3 to 5 min	<ul style="list-style-type: none"> • Provide status of Operational Area EOC • Provide summary of what Agency Reps are present and the status of any who have been requested, but are not present. Provide a summary of any significant actions or information reports provided by Agency Representatives • Make recommendations for Agency Rep staffing for next Op Period • Bring up any questions posed by Agency Reps
Public info Officer	3 to 5 min	<ul style="list-style-type: none"> • Provide status of Joint Information Center/System • Provide media summary including: public information strategy, schedule of media briefings, schedule of town-hall meetings (include location of briefings/meetings as well as lead person/agency & participating agencies in the briefing/meeting) • Provide summary of any rumors as well as rumor control strategy
EOC Director & Deputy	2 to 3 min	<ul style="list-style-type: none"> • Ask clarifying questions to any Section Coordinators, Liaison or PIO • Set objectives for next Operational Period • Communicate overarching objectives for all EOC positions and/or identify to which Sections/Positions, specific objectives apply • Approve or modify recommended staffing plans accordingly