EOC

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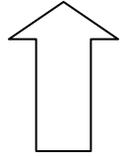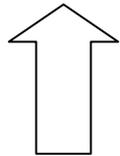**FIELD**

Instructions: Fill in the following boxes with information relevant to how information moves from the field level into the DOC and on to other DOCs or the EOC. Think about this as doors. What doors are open in the DOC for information to flow? What doors are open in the EOC for information to flow? Consider the following questions at each level:

(1) Think about your current Department reporting structure and how information flows up to your General Manager/CEO. What will your department's structure be during a disaster? Will employees report information up their normal chain of command, and if so, who is responsible for passing that information to the DOC? Keep volume of information in mind. If 70 people are reporting information to the DOC, it will get overwhelmed.

(2) Is there training/guidance to department staff on what sort of information will be reported to their DOC?

(3) Is there training/guidance on what sort of information will be reported to the EOC?

(4) What position is the contact(s) in your DOC for information from the field/your department?

(5) What essential elements of information does your department need to ensure they're getting from the field?

(6) How is information communicated? Email? Conference calls? In person?

(7) What position within your DOC is vetting information that is received?

(8) How is information communicated between your DOC and other DOCs? What position is responsible for this communication?

(9) What position is responsible for passing situational awareness and Department information to the EOC?

(10) Who decides if information is sensitive and not to be shared outside the Department?

(11) How will you track how information is flowing in Citywide? How will your Department process that information in the DOC?

When you're thinking about information flow, consider any bottlenecks. For example, if the only point of connection into the EOC for you is a Section Coordinator, what if head to a meeting and aren't available for an hour or more. How are you pushing extremely important or sensitive information?