

Emergency Operations Center (EOC) Skillset: Coordination and Individual Contribution

Task Categories:

Complete common coordination and accountability tasks associated with all positions within the EOC

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TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Maintain positive, calm demeanor to promote a positive work environment.	C, E, F, I, J, A		
2. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	C, E, F, I, J, A		
3. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T, A		
4. Participate in the EOC planning process.	C, E, F, I, T, A		
5. Participate in appropriate EOC meetings and briefings related to your assigned function.	C, E, F, I, T, A		
1. Manage essential elements of information and critical information requests in accordance with processes and procedures: <ul style="list-style-type: none"> · Follow EOC approval authorities · Properly handle Personally Identifiable Information (PII) and sensitive information · Provide proper documentation for record-keeping and accountability · Provide information for reports and leadership decisions 	C, E, F, I, T, A		
2. Practice proper knowledge management processes and procedures: <ol style="list-style-type: none"> a. File structures b. Naming conventions c. Archiving processes d. Position logs 	C, E, F, I, T, A		
3. Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	C, E, F, I, T, A		
4. Participate in orderly transition of resources and processes from response to recovery.	C, E, F, I, T, A		
TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Transfer responsibilities upon completion of assignment: <ol style="list-style-type: none"> a. Transfer to replacement, recovery personnel, or other responsible party 	C, E, F, I, T, A		

b. If necessary, shift responsibilities to a non-disaster/day-to-day job			
6. Participate in EOC training and exercises.	C, E, F, I, T, A		
7. Participate in after action review and improvement planning.	C, E, F, I, T, A		