

## Emergency Operations Center (EOC) Skillset: Organizational Representation

### Task Categories:

Represent your organization and support EOC activities

Understand discipline-specific resource streams

**Task Category:** Represent your organization and support EOC activities

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate subject matter expertise related to the organization you represent.	C, E, F, I, T, A		
2. Demonstrate understanding of your organization's policies, plans, resources, and constraints.	C, E, F, I, T, A		
3. Demonstrate ability to reach back to your organization and commit resources.	C, E, F, I, T, A		
4. Evaluate and monitor the situation and advise supervisor and other appropriate personnel: <ul style="list-style-type: none"> <li>• Identify problems and recommend solutions</li> <li>• Provide essential elements of information to those serving in a situational awareness function</li> <li>• Provide information to represented organization and third parties</li> <li>• Demonstrate ability to forecast resource needs, potential consequences, and cascading effects of action or inaction</li> </ul>	C, E, F, I, T, A		
5. Proactively coordinate with other organizational representatives on issues such as: <ul style="list-style-type: none"> <li>• Shared resources</li> <li>• Cascading effects on organizations</li> <li>• Efficiency of assistance</li> <li>• Resource availability</li> </ul>	C, E, F, I, T, A		
6. Brief relevant audiences on represented organization's issues related to the incident.	C, E, F, I, T, A		
7. Represent the organization in the planning process.	C, E, F, I, T, A		
8. Communicate back to your organization to share situational awareness.	C, E, F, I, T, A		

**Task Category:** Understand discipline-specific resource streams

9. Track organizational resources, associated costs, and logistical concerns.	C, E, F, I, T, A		
10. Follow the EOC's process for providing your organization's resources.	C, E, F, I, T, A		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>11.</b> Initiate resource requests on behalf of your organization: Understand organizational Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), existing contracts, and discipline-specific state and Federal support	C, E, F, I, T, A		

