

Emergency Operations Center (EOC) Skillset: EOC Facility Management

Task Categories:

Ensure that EOC infrastructure is operational

Support the needs of EOC personnel

Ensure security of the EOC

Task Category: Ensure that EOC infrastructure is operational

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate knowledge of key building maintenance support locations, such as: <ul style="list-style-type: none"> • Water/gas shutoffs • Electrical panels • Alarm panels • Heating, ventilation, and air conditioning (HVAC) systems • Closed-circuit TV cameras • Communications towers • Backup generators • Fuel storage • Fire extinguishers 	E, F, I, J		
2. Ensure adequate communications access: <ul style="list-style-type: none"> • Coordinate with Information Technology (IT) and communications services to meet facility and staff needs • Coordinate facility communications requirements with EOC leadership 	E, F, I, J		
3. Adapt facility setup to meet EOC needs.	E, F, I, J		
4. Ensure that the facility is accessible: <ul style="list-style-type: none"> • Coordinate reasonable accommodations for those with access and functional needs • Provide adequate parking, if necessary 	E, F, I, J		
5. Ensure that communications systems, such as data, voice, and video, are secure, protected, and redundant, as appropriate.	E, F, I, J		
6. Coordinate facility demobilization when EOC team is deactivated.	E, F, I		

Task Category: Support the needs of EOC personnel

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Provide for maintenance and sanitation supplies and support.	E, F, I, J		
8. Order EOC logistical support resources as necessary, such as food, office supplies, and kitchen supplies.	E, F, I, J		

Task Category: Ensure security of the EOC

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Establish facility access control and accountability: <ul style="list-style-type: none">• Coordinate with law enforcement and other security organizations	E, F, I		
10. Ensure implementation of facility security measures.	E, F, I		
11. Help meet EOC operational security requirements, such as by providing shredders or storage containers for sensitive materials.	E, F, I, J		