

Emergency Operations Center (EOC) Skillset: Planning

Task Categories:

Reference pre-incident plans

Develop and write EOC action plans and other incident-specific plans

Disseminate plans

Facilitate the ongoing planning process

Task Category: Reference pre-incident plans

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Gather relevant pre-incident plans, best practices, lessons learned, etc. from internal and external sources: <ul style="list-style-type: none"> • Obtain additional plans from stakeholders and partners 	E, F, I, J		
2. Obtain additional plans or supporting documents, such as annexes and standard operating procedures, as necessary.	E, F, I		
3. Identify areas where EOC personnel may need to develop plans or supporting documents.	E, F, I		

Task Category: Develop and write EOC action plans and other incident-specific plans

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate knowledge of the EOC planning process: <ul style="list-style-type: none"> • Iterative action plan development • Development of other incident-specific plans 	E, F, I, T		
5. Facilitate the development of objectives and/or strategies to achieve desired outcomes: <ul style="list-style-type: none"> • Ensure integration of incident command objectives, priorities, and senior leadership guidance into EOC planning 	E, F, I		
6. Facilitate the assessment and revision of objectives and/or strategies to ensure that they align with desired outcomes.	E, F, I		
7. Establish communication with stakeholders to facilitate planning and problem-solving: <ul style="list-style-type: none"> • Understand and address stakeholder expectations • Incorporate nontraditional planning partners as necessary 	E, F, I		
8. Write or review incident-specific plans: <ul style="list-style-type: none"> • With direction from EOC leadership, lead and implement the EOC planning process • Use appropriate formats, graphics, and maps • Oversee production of other incident-specific plans 	E, F, I		
9. Demonstrate knowledge of operational planning and continuity planning: <ul style="list-style-type: none"> • Develop plans to address specific situations or needs 	E, F, I, J T		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Seek and obtain approval for incident-specific plans.	E, F, I		
11. Monitor implementation of plans and adjust as necessary.	E, F, I		

Task Category: Disseminate plans

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Provide plans to internal and external stakeholders for implementation and awareness.	E, F, I		
13. Ensure that stakeholders are familiar with the contents, roles, responsibilities, and timelines of relevant plans.	E, F, I		

Task Category: Facilitate the ongoing planning process

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Implement EOC operational rhythm, as approved by EOC leadership: <ul style="list-style-type: none"> • Coordinate the EOC planning cycle with field, Joint Information Center (JIC), Joint Information System (JIS), and other incident operations, as necessary • Communicate operational rhythm 	E, F, I		
15. Ensure integration of incident management officials, including on-scene incident and JIC/JIS personnel, into the EOC planning process.	E, F, I		