

## 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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TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: • Demonstrate general awareness of local risks and hazards	C, E, F, I, T		
2. Maintain positive, calm demeanor to promote a positive work environment.	E, F, I		
3. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J		
4. Comply with relevant health and safety requirements.	E, F, I		
5. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T		
6. Participate in the EOC planning process.	E, F, I		
7. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
8. Follow general internal and external information flow processes: • Demonstrate knowledge of information management systems, such as incident management software	E, F, I		
9. Manage essential elements of information and critical information requests in accordance with processes and procedures: • 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	E, F, I		



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<b>10.</b> Practice proper knowledge management processes and procedures: <ul style="list-style-type: none"><li>• File structures</li><li>• Naming conventions</li><li>• Archiving processes</li><li>• Position logs</li></ul>	E, F, I		
<b>11.</b> Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.	E, F, I		
<b>12.</b> Participate in orderly transition of resources and processes from response to recovery.	E, F, I		
<b>13.</b> Transfer responsibilities upon completion of assignment: <ul style="list-style-type: none"><li>• Transfer to replacement, recovery personnel, or other responsible party</li><li>• If necessary, shift responsibilities to a non-disaster/day-to-day job</li></ul>	E, F, I		
<b>14.</b> Participate in EOC training and exercises.	E, F		
<b>15.</b> Participate in after action review and improvement planning.	E, F, I, T		