



Emergency Operations Center (EOC) Skillset: 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

| TASK | 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

| TASK | 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

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|--|------------|------------------------|-----------------------------------|
| 9. Establish facility access control and accountability: • 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 | | |