

**Emergency Operations Center (EOC) Skillset: Situational Awareness****Task Categories:**

Gather data and information

Analyze data and information

Disseminate information

***Task Category: Gather data and information***

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>1.</b> Collect and monitor data and information: <ul style="list-style-type: none"><li>● Sources include Incident Action Plan (IAP), on-scene incident reports, EOC personnel, National Weather Service, jurisdictional liaisons, fusion centers, traditional media, social media, and others</li><li>● Content includes demographic, damage assessment, infrastructure, supply chain, and geographic data and information</li></ul>	E, F, I, J		
<b>2.</b> Coordinate information with EOC public affairs personnel and the Joint Information Center (JIC)/Joint Information System (JIS): <ul style="list-style-type: none"><li>● Receive information from JIC/JIS</li><li>● Provide information to JIC/JIS</li></ul>	E, F, I		
<b>3.</b> Coordinate with EOC personnel to gather information.	E, F, I		

***Task Category: Analyze data and information***

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>4.</b> Establish and implement processes for estimating cascading effects of action or inaction: <ul style="list-style-type: none"><li>● Evaluate potential consequences and mitigation actions</li><li>● Identify trends</li><li>● Engage technical specialists</li></ul>	E, F, I		

**Task Category: Analyze data and information**

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<b>5.</b> Use demographic information to inform analysis: <ul style="list-style-type: none"><li>● Cultural diversity</li><li>● Potential vulnerabilities</li><li>● Damage assessment</li><li>● Specific service needs, such as:<ul style="list-style-type: none"><li>○ Individuals with disabilities and other access and functional needs</li><li>○ Individuals with critical transportation needs</li></ul></li></ul>	E, F, I		
<b>6.</b> Analyze information: <ul style="list-style-type: none"><li>● Establish and implement procedures for verifying, organizing, prioritizing, and tracking information</li><li>● Convert raw data into information</li><li>● Identify and address misinformation</li><li>● Verify and analyze input for critical information</li><li>● Clarify incomplete information</li><li>● Identify incident-specific essential elements of information and critical information requests</li></ul>	E, F, I		
<b>7.</b> Recognize incident-specific critical information to be disseminated immediately.	E, F, I		
<b>8.</b> Prepare situational briefings, reports, displays, briefing tools, and other information products.	E, F, I		

**Task Category: Disseminate information**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>9.</b> Establish and implement a process for developing and disseminating situational information at regular intervals: <ul style="list-style-type: none"><li>● Obtain approval for distribution in accordance with policies and procedures</li><li>● Determine distribution lists</li><li>● Determine methods for distribution</li></ul>	E, F, I		
<b>10.</b> Follow processes for identifying, verifying, and disseminating critical information: <ul style="list-style-type: none"><li>● Coordinate with public affairs to disseminate information externally</li></ul>	E, F, I		
<b>11.</b> Display within the EOC situational information and data about significant events.	E, F, I		



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TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Use visualizations such as graphs, photographs, and maps to graphically depict information.	E, F, I		
13. Use mapping/geospatial data and sources, including Geographic Information Systems, web-based maps, and paper maps.	E, F, I, J		
14. Present and distribute situational briefings, reports, displays, briefing tools, and other information products.	E, F, I		
15. Ensure proper security when sharing sensitive, classified, or protected information.	E, F, I		