

## 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*

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Gather relevant pre-incident plans, best practices, lessons learned, etc. from internal and external sources: • 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*

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Demonstrate knowledge of the EOC planning process: • 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: • 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: • Understand and address stakeholder expectations • Incorporate nontraditional planning partners as necessary	E, F, I		

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

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>8.</b> Write or review incident-specific plans: <ul style="list-style-type: none"><li>• With direction from EOC leadership, lead and implement the EOC planning process</li><li>• Use appropriate formats, graphics, and maps</li><li>• Oversee production of other incident-specific plans</li></ul>	E, F, I		
<b>9.</b> Demonstrate knowledge of operational planning and continuity planning: <ul style="list-style-type: none"><li>• Develop plans to address specific situations or needs</li></ul>	E, F, I, J, T		
<b>10.</b> Seek and obtain approval for incident-specific plans.	E, F, I		
<b>11.</b> Monitor implementation of plans and adjust as necessary.	E, F, I		

**Task Category: Disseminate plans**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>12.</b> Provide plans to internal and external stakeholders for implementation and awareness.	E, F, I		
<b>13.</b> 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**

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