UNIT 7. ICS/EOC ACTION PLANNING

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INTRODUCTION

Visual 7.1

Key Points

This unit will provide an opportunity to work together to begin developing an ICS/EOC interface action plan for your community.

INTRODUCTION

Visual 7.2

Key Points

The unit objectives are listed on the visual.

ACTIVITY: DEVELOPING ICS/EOC INTERFACE ACTION PLANS

Visual 7.3

Activity Instructions

Instructions: Working in teams:
- **Complete the ICS/EOC Readiness Assessment Checklist to identify areas for improvement.**
- **Complete the ICS/EOC Interface Preparedness Plan to identify strategies for strengthening preparedness, including:**
  - **What actions need to be done.**
  - **Who needs to be involved.**
  - **When the actions can be completed.**

- ICS/EOC Readiness Assessment Checklist
- ICS/EOC Interface Preparedness Plan

Visual 7.3
G0191: ICS/EOC Interface Workshop

Key Points

Instructions: Working in teams, complete the assessment checklist and interface preparedness plan provided in the Student Manual. Be prepared in 30 minutes to discuss your findings.

ICS/EOC Readiness Assessment Checklist

Instructions: Place a checkmark next to the actions that your jurisdiction has taken. Highlight or circle any areas where you feel there is a need for improvement.

NIMS and ICS Compliance

☐ Has the jurisdiction adopted the NIMS and ICS through executive order, proclamation, or legislation as the jurisdiction's official incident response system?
☐ Is ICS integrated into functional and system-wide emergency operations policies, plans, and procedures?
☐ Is ICS training provided to all responders, supervisors, and command-level officers?
☐ Do periodic exercises require the application of ICS management features along with interfacing with the EOC?

Emergency Operations Plans

☐ Are Emergency Operations Plans based on a current threat/hazard analysis and risks?
☐ Are Incident Command and EOC roles and delegations of authority clear?
☐ Is the contact information up to date?
☐ Are plans updated based on lessons learned from exercises and incidents?

Legal and Financial

☐ Do procedures and authorities for emergency purchasing and contracting exist?
☐ Have necessary mutual aid and assistance agreements been negotiated?
☐ Are coordination procedures among different levels of government (tribes, counties, State, Federal, etc.) specific and clear?

Command and Management

☐ Are procedures in place for:
    ☐ Ensuring each agency involved in incident management activities is providing appropriate situational awareness and resource status information?
    ☐ Establishing priorities between incidents and/or Area Commands?
    ☐ Acquiring and allocating resources required by incident management personnel in concert with the priorities established by the Incident Command?
    ☐ Anticipating and identifying future resource requirements?
    ☐ Coordinating and resolving policy issues arising from the incident(s)?
    ☐ Providing strategic coordination as required?
    ☐ Ensuring improvements in plans, procedures, communications, staffing, and other capabilities are acted on following the incident(s)?

ICS/EOC Readiness Assessment Checklist (Continued)

Command and Management (Continued)

☐ Has a Public Information System been established that allows for:
  ☐ The on-scene Public Information Officer to represent and advise the Incident Command on all public information matters relating to the management of the incident?
  ☐ The dissemination of accurate and timely information including handling media and public inquires, emergency public information and warnings, rumor response, and media monitoring?
  ☐ Coordination of public information at or near the incident site?
  ☐ The establishment of a Joint Information Center that includes representatives of each agency, private sector organization, and nongovernmental organization involved in incident management activities?
  ☐ Protection and safeguarding of sensitive information?

Resource Management Systems

☐ Have potential resources across agencies/department, other levels of government, and the private sector been identified?
☐ Are there procedures and systems for:
  ☐ Describing, inventorying, requesting, and tracking resources?
  ☐ Activating and dispatching resources?
  ☐ Managing volunteers?
  ☐ Demobilization or recalling resources?
  ☐ Financial tracking, reimbursement, and reporting?

Communications and Information Management

☐ Do protocols and procedures exist for:
  ☐ Formulating and disseminating indications and warnings?
  ☐ Formulating, executing, and communicating operational decisions?
  ☐ Preparing for potential requirements and requests supporting incident management activities?
  ☐ Developing and maintaining situation awareness/common operating picture?
☐ Can responders from different agencies (e.g., fire, police, public works) or mutual aid partners communicate with one another?
☐ Do you have a plan/budget for maintaining and replacing your emergency communications systems?

Training, Credentialing, and Exercising

☐ Have sufficient qualified personnel been identified and trained to assume positions with the ICS Command and General Staff and at the EOC?
☐ Have you pre-designated qualified incident management teams to staff the Incident Command and EOC based on incident complexity?

ICS/EOC Readiness Assessment Checklist (Continued)

Additional Comments on Areas for Improvement:

ICS/EOC Interface Preparedness Plan

Instructions: List the top five actions or strategies to be taken to improve the ICS/EOC interface. Identify the key players and a timeframe for completion.

Action/Strategy	Key Players	Completion

UNIT SUMMARY

Visual 7.4

Key Points

Discussion Questions:

- **What actions will be relatively easy to undertake?**

- **What will be the most challenging? How can you address these challenges?**

Do you have any questions or comments about the material covered in this unit?