



<b><u>Ground Rules for All Meetings</u></b>	
Technology on silent	No side conversations
Stick to the agenda	Take notes as needed
	Come prepared for each meeting
<b><u>Initial EOC Briefing Agenda</u></b>	
<p><b><u>Purpose:</u></b> Provide information on current operations (including on-scene), agency and jurisdictional concerns. Establish or review organizational structure and preliminary processes.</p> <p><b><u>Attendees:</u></b> EOC Management Section, EOC General Staff, and essential personnel deemed necessary by the EOC Manager.</p> <p><b><u>Facilitator:</u></b> EOC Manager or designee</p>	
EOC Manager brings meeting to order, conducts roll call, reviews ground rules, and facilitates agenda.	
1.	Introduce EOC Management Section, Section Chiefs, and Staff members.
2.	Present the current situation and common operating picture. Discuss safety concerns and jurisdictional restrictions as needed.
3.	Verify all stakeholders have been informed the EOC is staffed and operational. (ICP, DOCs, Dispatch, MAC Group, Regional/Area/State EOC)
4.	Determine initial EOC objectives for the current operational period.
5.	Review/agree on EOC organizational structure, assignments, and duties.
6.	Determine operational period length/start time and work shift hours.
7.	Review/agree on resource management processes. (Routing flow, form usage, section responsibilities IAW organizational model)
8.	Review/Agree on resource authorization procedures (procurement authority, exception rules)
9.	Review/agree on information management processes (flow of information into/within the EOC and the release of vetted information within/out of the EOC.)
10.	Review/agree on procedures for coordinating public information/media. (JIC, JIS, PIO)
11.	Next meeting: EOC objectives meeting at: XX:XX Location:
<b><i>Outcome: organizational structure, common operating picture, initial operational period objectives, and established battle rhythm</i></b>	

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<b><u>Objectives Meeting Agenda</u></b>	
<b><u>Purpose:</u></b> Develop EOC objectives for the next operational period.	
<b><u>Attendees:</u></b> EOC Management Section, EOC General Staff, and other essential personnel deemed appropriate by the EOC Manager or jurisdictional Emergency Operations Plan [EOP])	
<b><u>Facilitator:</u></b> Planning Section Chief or EOC Manager or designee	
Planning Section Chief brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.	
1.	Planning Section Chief or Situation Unit Leader conducts situation brief. Include incident information, key events, actions, decisions, and current status.
2.	Planning Section Chief reviews EOC objectives for CURRENT operational period. Determine if objectives are still valid/required and which, if any, should carry forward to the next operational period EOC-AP.
3.	Discuss the incident's potential for the next operational period.
4.	Review/Develop new EOC objectives (if needed) for the next operational period. Assign to appropriate sections for development of strategies prior to the Strategy Meeting.
5.	Mini Staff Meeting: <ul style="list-style-type: none"> <li>• OSC discusses current response actions, accomplishments, issues &amp; concerns. Resource priorities</li> <li>• LSC reviews supply updates, transport, communication issues &amp; concerns. Include resource limitations, ordering process issues</li> <li>• FASC reviews fiscal issues &amp; concerns. Include any cost sharing or accounting issues.</li> <li>• PIO reviews media or public information issues &amp; concerns</li> <li>• Liaison reviews interagency issues &amp; concerns</li> </ul>
7.	Review/Update key business processes, which may include: <ul style="list-style-type: none"> <li>• Resources (process roles &amp; forms, tracking 7 accountability, availability, approval points</li> <li>• Financial (funds availability, burn rate, procurement process, spending limits, exception approval, accounting codes)</li> <li>• Documentation (ICS 214, doc box location)</li> <li>• Information flow, to include PIO function</li> </ul>
8.	Develop or review/update task assignments for EOC sections to accomplish.
9.	Review, document, and/or resolve status of any open actions.
10.	Next meeting: EOC Strategy Meeting. Time: XX:XX Location:
<b><i>Outcome: Updated current operational period objectives, list of draft objectives for the next operational period, defined key EOC procedures, and assigned tasks for strategies meeting.</i></b>	

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<b><u>Strategy Meeting Agenda</u></b>	
<p><b>Purpose:</b> Develop EOC strategies to support EOC objectives for the NEXT operational period.  <b>Attendees:</b> EOC Management section (as needed), EOC General Staff, Situation Unit Leader, Resource Unit Leaders, and other essential personnel deemed appropriate by the EOC Manager (as outlined in the jurisdictional Emergency Operations Plan [EOP])  <b>Facilitator:</b> Planning Section Chief or EOC Manager or designee</p>	
<p>Planning Section Chief brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.</p>	
1.	Planning Section Chief or Situation Unit Leader conducts situation brief. Include incident information, key events and actions, and current situation.
2.	Operations Section Chief reviews the current operations and status not included in the situation report.
3.	Section chiefs review strategies developed by sections to support EOC objectives for the next operational period.
4.	<p>Mini Staff Meeting:</p> <ul style="list-style-type: none"> <li>• OSC discusses current response actions, accomplishments, issues &amp; concerns. Resource priorities</li> <li>• LSC reviews supply updates, transport, communication issues &amp; concerns. Include resource limitations, ordering process issues</li> <li>• FASC reviews fiscal issues &amp; concerns. Include any cost sharing or accounting issues.</li> <li>• PIO reviews media or public information issues &amp; concerns</li> <li>• Liaison reviews interagency issues &amp; concerns</li> </ul>
5.	Review/resolve any open issues. Review task assignments to each section for completion of the EOC action plan.
6.	Next meeting: Planning Meeting      Time: XX:XX      Location:
<p><b>Outcome:</b> <i>List of final objectives and supporting strategies to accomplish during the NEXT operational period. Prepare for planning meeting.</i></p>	

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<b><u>Planning Meeting Agenda</u></b>	
<p><b>Purpose:</b> Develop Emergency Operations Center-Action Plan (EOC-AP) for the NEXT operational period.</p> <p><b>Attendees:</b> EOC Management section, EOC General Staff, and Situation Unit Leader and other personnel deemed appropriate by the EOC Manager.</p> <p><b>Facilitator:</b> Planning Section Chief or EOC Manager or designee</p>	
Planning Section Chief brings meeting to order, conducts roll call, covers ground rules, and reviews agenda.	
1.	EOC Manager provides opening remarks.
2.	Situation Unit Leader conducts situation brief. Include incident information, key events and actions, and current status.
3.	Operations Section Chief provides briefing on current operations, resource commitment, contingencies, etc. not included on situation brief.
4.	Planning Section Chief facilitates a group review of the proposed EOC-AP to ensure accuracy and completeness of the document.
5.	Mini Staff Meeting: <ul style="list-style-type: none"> <li>• OSC discusses current response actions, accomplishments, issues &amp; concerns. Resource priorities</li> <li>• LSC reviews supply updates, transport, communication issues &amp; concerns. Include resource limitations, ordering process issues</li> <li>• FASC reviews fiscal issues &amp; concerns. Include any cost sharing or accounting issues.</li> <li>• PIO reviews media or public information issues &amp; concerns</li> <li>• Liaison reviews interagency issues &amp; concerns</li> </ul>
6.	Planning Section Chief reviews and validates responsibility for any open actions/tasks and management objectives.
7.	Planning Section Chief conducts round robin of section and coordination staff members to solicit their final input and commitment to the proposed plan. (support as presented, support with edits, not support)
8.	Planning Section Chief requests EOC Manager's approval of the plan. EOC Manager may provide final comments.
9.	Planning Section Chief issues any assignments needed completion of the EOC-AP.
10.	Planning Section Chief prepares the EOC-AP using the forms and/or format as described in the EOP or as determined during the planning meeting preparation phase. Sections conduct break out meetings to fill in the information gaps that may exist.
11.	Next meeting: EOC Operations Briefing      Time: XX:XX      Location: EOC
<b>Outcome: Written EOC-AP</b>	

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<b><u>EOC Operations Briefing Agenda</u></b>	
<p><b><u>Purpose:</u></b> To brief the oncoming shift on the Emergency Operations Center-Action Plan (EOC-AP) and current status of the incident.</p> <p><b><u>Attendees:</u></b> All incoming and outgoing EOC staff.</p> <p><b><u>Facilitator:</u></b> Planning Section Chief or EOC Manager or designee</p>	
<p>Planning Section Chief opens briefing, covers ground rules and agenda, and takes roll call of EOC personnel (incoming and outgoing shift).</p>	
1.	EOC Manager provides remarks.
2.	Situation Unit Leader conducts situation briefing. Include initial incident information, key events during the operational period, and current incident status.
3.	Planning Section Chief provides an overview of the EOC-AP. Include any changes from published copy.
4.	<p>Mini Staff Meeting:</p> <ul style="list-style-type: none"> <li>• OSC discusses current response actions, accomplishments, issues &amp; concerns</li> <li>• LSC reviews supply updates, transport, communication issues &amp; concerns</li> <li>• FASC reviews fiscal issues &amp; concerns</li> <li>• PIO reviews media or public information issues &amp; concerns</li> <li>• Liaison reviews interagency issues &amp; concerns</li> </ul>
5.	<p>Review business processes:</p> <ul style="list-style-type: none"> <li>• Resources (process roles &amp; forms, tracking &amp; accountability, availability, approval points)</li> <li>• Financial (fund availability, burn rate, procurement process, spending limits, exception approval, accounting codes)</li> <li>• Documentation (ICS 214, doc box location)</li> </ul>
6.	Planning Section Chief solicits final comments and adjourns briefing.
7.	Outgoing section chiefs conduct individual break out meetings with the incoming section chiefs to complete the process.
8.	Next meeting: EOC Objectives Meeting. Time: XX:XX Location:
<p><b><i>Outcome: Change of shift and execute EOC-AP</i></b></p>	