

## **APPENDIX 4 TO ANNEX A EOC ADMINISTRATION SECTION**

### **I. PURPOSE.**

This section provides instructions for the administration of the EOC; arranges for 24-hour staffing of the EOC and duty rosters; specifies reports required by the Oklahoma Department of Emergency Management Organization; and plans for the expansion of the EOC to accommodate and enlarged staff.

### **II. GENERAL.**

The Operations Officer, as directed by the Emergency Management Director, is responsible for supervising staff shift arrangements, housing, feeding and administrative support of the EOC staff. He is also responsible for coordinating security of the facility with the County Sheriff. He will also supervise the preparation of recurring reports and their timely transmission. During normal periods, these functions will be performed by the Emergency Management Director.

### **III. CONCEPT OF OPERATIONS.**

#### **A. Normal Peacetime Readiness.**

Prepare and review plans and SOP's for internal EOC operations; inform county officials of EOC status; ensure the EOC is properly equipped for relocation and emergency operations; coordinate with county departments to ensure their readiness to conduct operations from the EOC; pre-stock administrative materials, forms and supplies in the EOC; plan expansion of the EOC into other available space for feeding of the EOC staff during emergency operations and other responsibilities as required by local policies. (also see O.S. Title 63 § 683.11)

#### **B. Increased Readiness (DHS Alert Level Red).**

Carry on normal readiness responsibilities; advise Policy Group on measures to increase readiness of the EOC and emergency service organizations; initiate alerting and mobilization of shelter/mass care organization if required; activate EOC, review EOC procedures, brief EOC staff, make final preparations for emergency operations; obtain necessary supplies not already stocked; arrange feeding of EOC staff; establish security and EOC pass system, if required.

#### **C. Emergency Period.**

Activate EOC; brief Policy Group regularly on status of operations; exercise staff supervision of the EOC staff and exercise other authority delegated by the Policy Group; ensure each EOC element maintains adequate written records of messages, directives, requests and resulting actions; provide support to emergency service coordinators and EOC staff and administrative items needed for efficient operations; ensure reports are dispatched promptly.

#### IV. REPORT FORMS.

Situation reports, staffing rosters, readiness reports and other common reports will be prepared by the administration section based upon input of entire EOC staff.

#### TABS

- TAB A - Situation Report
- TAB B - EOC Daily Log of Events
- TAB C - EOC Staffing Roster
- TAB D - Security Log
- TAB E - Sample Disaster Declaration