

SECTION SEVEN

ACTIONS TO IMPROVE EOC OR TO DEVELOP AN EOC FACILITY, AS REQUIRED

This section outlines actions which local governments can take during crisis periods to improve the operational capabilities of their Emergency Operating Center (EOC) facility or, if no EOC exists, to develop an EOC facility.

Where an EOC facility exists, some actions may nevertheless be necessary to bring it to a state of full readiness for operations when the EOC staff arrives. Such actions could include, for example, installing additional telephone instruments; ensuring that the fuel tank for the emergency power generator is full; or bringing maps, paper, or other supplies to the EOC area. If the EOC area is used on a day-to-day basis for office space, it may be necessary to rearrange furniture in the EOC area, put maps and displays on the walls, etc.

Where no EOC facility exists, governments should take steps to improvise one in the best-protected space available (e.g., city hall or county court house basement). Work may be required to improve the fallout protection factor of such space (e.g., by filling in window wells), and work will normally be required to install communications, secure maps, etc.

In larger jurisdictions, "support" EOC's may also be needed: fallout-protected facilities with staff and communications to provide direction and control for one or more emergency functions; for example, police, fire, public works engineering, or emergency health.

The Increased Readiness actions described in this section would normally be the responsibility of the civil defense director, acting under directions from the head of local government.

Actions to Improve EOC or to Develop an EOC Facility, as Required

1. Review Status of EOC Facility(ies)

If EOC facility exists, review any actions needed to bring it to full operational readiness when EOC staff arrives (e.g., converting from day-to-day use to emergency operations posture; installing additional communications; etc.).

If no EOC facility exists, or if existing EOC needs major improvements, identify *best protected* space which could be used as an EOC. Also make plans as required for improving PF; moving in key communications needed (e.g., telephone trunk lines, police or fire radio base station); providing for emergency power; providing food and water; etc.

2. Brief Head of Government on EOC Status and Plans for Improvement or Development

CD director briefs head of government (and, if he so directs, other key officials) on status of EOC facility. Outline any actions needed to bring existing EOC to full readiness, and secure approval if required. (This briefing may be combined with briefings described in Section One of this guide.)

If no EOC facility exists, or if existing EOC needs major improvements, secure approval for this work. If necessary, secure approval of legislative body for expenditure of funds, moving day-to-day offices, etc.

3. Begin Improvement or Development of EOC

Begin all actions approved in 2 above. These may include such actions as: (a) Improving PF (e.g., filling in window wells, providing additional overhead shielding, etc.); (b) installing communications (e.g., telephone trunk lines or TWX; moving police or fire radio base stations—or remote control equipment—to EOC area; etc.); (c) providing emergency power, including tests of equipment, filling fuel tanks, etc.; (d) arranging EOC space into Operations Room, communications area, etc.; (e) installing maps, bulletin boards, or other EOC displays; (f) securing paper, message forms, food, or other EOC supplies.

Note that these actions can, if appropriate, be carried out in two phases. The first phase could be to place standby orders for later installation of telephone lines, for example, while the second phase would be actual installation.