

Activity 4.1: EOC Schedule Development

Purpose: This activity explores EOC scheduling and considers aligning the EOC schedule to synchronize with key meetings and briefings of the Unified Command.

Scenario: On May 24th at 0300, a freight train derailed in Central City. The cargo includes paper, sulfur, white phosphorous and tallow. The derailment occurred on a railroad bridge, next to a river and a residential area. Several of the rail cars are on fire.

By 0500 a Unified Command (UC) had been established with members from the Fire Department and the Police Department. A full ICS Staff was established.

The UC has identified a potential need for major evacuation if the cargo produces a toxic cloud or the fire spreads. The city and county EOCs have been activated per their Emergency Operations Plans. The Central City EOC has contacted a school bus service and the American Red Cross to be prepared to evacuate and shelter evacuees. It is anticipated that specialized resources may be required such as HAZMAT, train car recovery, bridge structural assessment and long-term environmental impact.

It is now 0600 and the UC has established their next operational period from 0700-1900 on 25 May. In this operational period, they will develop their IAP for the following operational period (1900, 25 May to 0700, 26 May). A schedule has been established by the UC for the significant meetings and briefings for the operational period. The EOC operates on 8-hour shifts (0700-1500, 1500-2300, 2300-0700) with a 30-minute overlap for shift change briefings.

Instructions: Use the same groups from the previous unit's Activity 3.2. Review the scenario and the UC schedule for the next operational period. Identify 2-3 issues that will require interface with the UC and MAC Group. Develop an EOC schedule to align with the UC schedule. Your EOC schedule should consider the following EOC events, meetings and briefings:

- EOC Shift change and briefings and times to publish/ distribute Situation Reports
- Develop objectives and information requirements for the next EOC shift (1500-1700)
- Gather resource requirements for the next UC operational period (1900 25 May-0700 26 May)
- Receive and source formal resource requests from the UC based on the IAP for the next operational period (1900 25 May-0700 26 May)
- Meetings/ updates with the Incident UC and the MAC Group/ Policy Group
- Meetings to develop public information and scheduled press releases/ briefing(s)

Note: Avoid extensive discussion of the tactical scenario and focus on defining the 2-3 interface issues and the sequence of EOC meetings and briefings that synchronize with the UC schedule. Be ready to share your responses in 20 minutes. Twenty-five (25) minutes are allocated for group brief-backs and discussion.

Unified Command Schedule / Incident Name: Train Derailment

Operational Period (Date/ Time) From: 5/25/18 0700 To: 5/25/18 1900

Time	Meeting Name	Purpose	Attendees	Location
0700	Objectives Meeting	Review/identify objectives for the next operational period	Unified Command (UC) members	UC Meeting Room
0800	Command and General Staff Meeting	UC presents direction to Command and General Staff	UC, Command Staff, General Staff, Documentation Unit Leader (UL), Situation UL	ICP Meeting Room
0900	Co-operators Meeting	Provide incident updates to co-operating Agencies/Departments and Stakeholders	Liaison Officer, Situation UL, OPS Section Chief (SC)	ICP Meeting Room
1000	Situation Update	UC updates and coordination with EOC/MAC Group	UC members, Situation UL	ICP/ VTC
1100	Tactics Meeting	Develop primary and alternate strategies to meet incident objectives and potential resource requirements required for the next operational period	Planning SC, OPS SC, Logistics SC, Resource UL, Safety Officer, Documentation UL, Communications UL	ICP Meeting Room
1200	Team Meeting/ Lunch	Discuss IMT interactions, performance	UC and Key Staff Determined by the UC	UC Meeting Room
1300	Planning Meeting	Review incident status and finalize strategies/tactics/ resource requirements and assignments to meet incident objectives for the next operational period. Receive tacit approval of the IAP from the unified Command.	UC, Command and General Staff, Documentation UL, Situation UL	ICP Meeting Room
1600	Situation Update	UC updates and coordination with EOC/MAC Group	UC members, Situation UL	ICP/ VTC
1800	Operations Briefing	Present IAP and assignments to the Supervisors/Leaders for the next operational period.	UC, Command & General Staff, Branch Directors, Division/Group Supervisors, TF/ST Leaders, Unit Leaders.	ICP Meeting Room

Activity 4.1 Worksheet

Interface Issues:

- 1.
- 2.
- 3.

EOC Schedule / Incident Name: Train Derailment

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