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| Facilitator: | | Plans Section Chief | |  | |
| Purpose: | | * Ensure the EOC Action Plan supports the EOC Objectives * Address and resolve coordination or support issues * Identify resources to address limitations * Finalize strategies and responsibilities for the NEXT OPERATIONAL PERIOD | | |
| Attendees: | | EOC Director, Operations, Logistics, Finance, Plans, Safety Officer, EOC Coordinator (Add members as required) | | |
| (1) | Bring meeting to order, conduct roll call and cover ground rules (Plans) | |  | |
| (2) | Review current and projected situation (Plans) | |  | |
| (3) | Review Approved EOC Objectives (Plans) | |  | |
| (4) | Review Draft Strategies as established by each section  (consider resource needs and staffing levels)   * Management (EOC Director) * Operations (Operations Chief) * Logistics (Logistics Chief) * Finance (Finance Chief) * Planning (Plans Chief) | |  | |
| (5) | Identify logistical capabilities, limitations and support needs  (e.g., Communications, IT, vendor issues, etc.) (Logistics) | |  | |
| (6) | Identify, discuss, mitigate safety issues and requirements (Operations) | |  | |
| (7) | Roundtable and Closing Comments (All) | |  | |
| (8) | Adjourn (Plans) | |  | |

#### Outcome(s): Completed EOC Strategies to support the EOC Objectives

**Next Step(s):**

* Prepare Draft EOC Action Plan for the Planning Meeting
* Planning Meeting time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_