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| Facilitator: | | Plans Section Chief | |  | |
| Purpose: | | * Review the Draft EOC Action Plan, adjust as needed * Discuss & resolve issues prior to approving EOC Action Plan * Obtain buy-in/support of EOC Action Plan from Management & General Staff * Obtain EOC Director’s VERBAL APPROVAL of EOC Action Plan | | |
| Attendees: | | EOC Director, Operations, Logistics, Finance, Plans, Safety Officer, EOC Coordinator (Add members as required) | | |
| (1) | Situation Update (Plans Chief) | |  | |
| (2) | Review EOC Objectives & Strategy for the NEXT OPERATIONAL PERIOD | |  | |
| (3) | Review all other parts of the Draft EOC Action Plan   * Management (EOC Director) * Operations (Operations Chief) * Logistics (Logistics Chief) * Finance (Finance Chief) * Planning (Plans Chief) | |  | |
| (5) | Obtain feedback & commitment from Management & General Staff to support the EOC Action Plan | |  | |
| (6) | Obtain EOC Director’s VERBAL APPROVAL of the EOC Action Plan | |  | |
| (7) | Roundtable and Closing Comments (All) | |  | |
| (8) | Adjourn (Plans) | |  | |

#### Outcome(s): A review and verbal approval of the EOC Action Plan

**Next Step(s):**

* Finalize EOC Action Plan & obtain signed approval from EOC Director
* Prepare for the Action Plan Briefing with all EOC Staff
* Action Plan Briefing time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_