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| Facilitator: | | Plans Section Chief | |  | |
| Purpose: | | * Distribute approved EOC Action Plan * A “stand-up” briefing conducted at the end/beginning of each Operational Period to brief the EOC Action Plan to oncoming EOC Staff | | |
| Attendees: | | Current Management Section & all Section Chiefs, All incoming EOC Staff | | |
|  | ***Distribute the approved EOC Action Plan to all EOC Staff before the briefing begins.*** | |  | |
| (1) | Current Situation Review (Plans Chief or Sit Stat Lead) | |  | |
| (2) | Weather Conditions (Plans Chief or Sit Stat Lead) | |  | |
| (3) | Review Objectives from EOC Action Plan (Plans Chief) | |  | |
| (4) | Brief out status & strategies   * Management (EOC Director) * Operations (Operations Chief) * Logistics (Logistics Chief) * Finance (Finance Chief) * Planning (Plans Chief) * PIO (Public Information Officer) | |  | |
| (5) | Provide Logistics Guidance (i.e., forms, process) (Logistics) | |  | |
| (6) | Provide Finance/Admin Guidance (i.e., forms, process) (Finance) | |  | |
| (7) | Provide other guidance as needed | |  | |
| (8) | Provide Safety Guidance (Operations) | |  | |
| (9) | Closing Comments (Director) | |  | |

#### Outcome(s): A completed EOC Action Planning process

**Next Step(s):**

* Execute & assess the plan
* Prepare for the next Objectives Meeting
* Objectives Meeting time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_