

LAUSD EOC

Coordinator's Guide to Activate/Deactivate EOC



Office of Emergency Services

ACTIVATION OF EOC

Immediate actions:

- Respond to EOC
- Set up SharePoint folder for incident
- Notify EOC responders whose position is activated
- Notify all EOC responders of activation (post link to SharePoint so responders can stay updated) – for Level 3 activation, use Blackboard Connect call with survey question regarding ability to respond to EOC.
- Notify (and update) as necessary:
 - LA City EOC
 - LA County EOC
 - California Governor’s Office of Emergency Services
 - American Red Cross of Los Angeles

Open the following doors:

- Front door to facility (keep open until activation well underway)
- EOC main floor door (prop open)
- Shared space hall door (restrooms, kitchen, etc.)
- LASPD Dispatch door

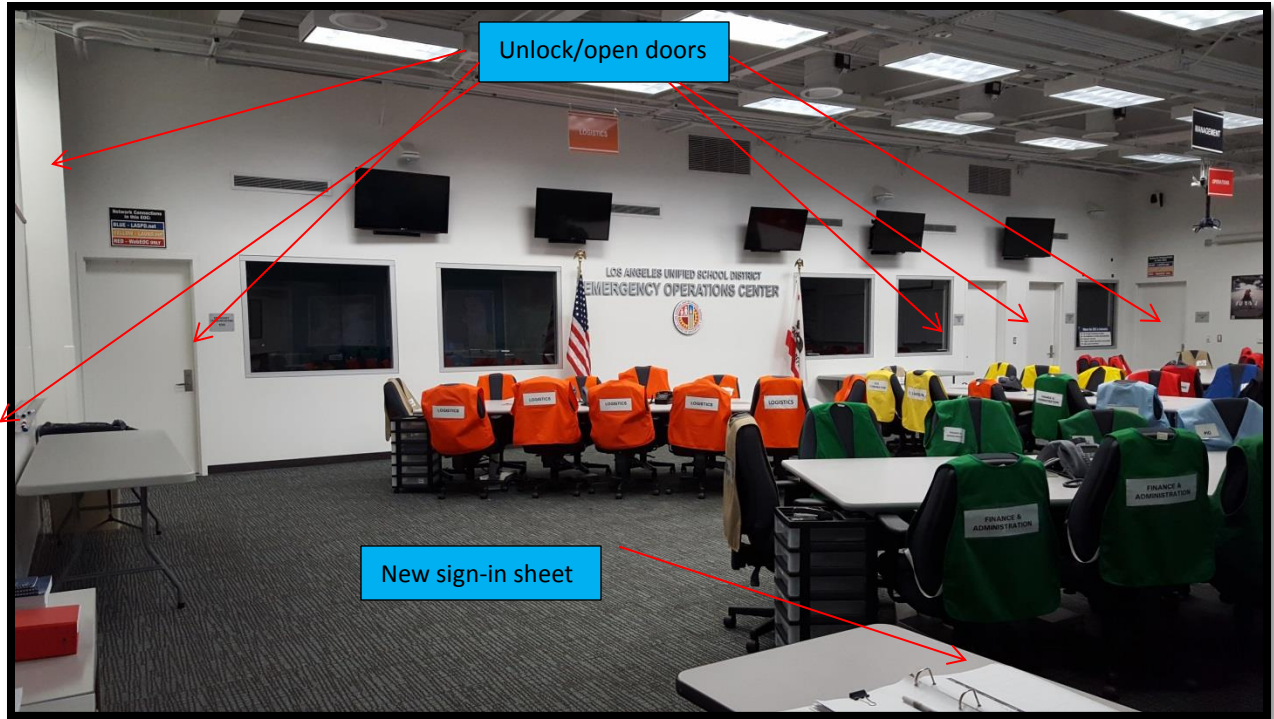
Unlock all other inner doors (storage, communication, both conference rooms, copy room)

Survey rooms to make sure EOC is in appropriate condition for activation (see deactivation section for full details):

- White boards erased
- Chairs at proper tables
- Equipment powered and ready for use

Prepare new sign-in sheet: fresh pages with date and incident name.

Assign and orient personnel to sign-in table.



Receive any available briefing regarding incident.

Assign personnel who have already arrived to EOC position roles (noting that these roles may change when more responders arrive) and provide them with handbook or position checklists.

- Fill any immediately necessary positions with available personnel.
- Combine positions as necessary

Unlock EOC laptop cart and assign laptops as needed (responders are encouraged to bring their own devices) until EOC ITD technicians arrive. Use sign-out log.



Post EOC call-in phone number (Planning Section) for reporting incident updates and other relevant phone numbers.

Start/maintain incident schedule on whiteboard; meeting/briefing times, etc.

Power up televisions and set each to different local news station: mute with captions

Appoint section leaders in consultation with EOC Director.

Advise section leaders that their vests are at Management table and that they are to divide time between the management table and their section table.

Ensure that Planning is using excel version of sitstat board and using it in SharePoint and projecting onto screen.

Assign Logistics to coffee/snacks/meals.

- There is no standing EOC budget for food.
- Meals can be ordered.
- Decide how meals will be supplied and paid for.
- Coffee supplies and cups in labeled cabinet in storage room.
- Cold water containers are stored in EOC refrigerator in shared kitchen.



Monitor check-in and parking lot and implement appropriate phase of parking/security plan.

Ensure that all EOC responders and agency representatives:

- Sign in and check in
- Are briefed
- wear appropriate vest
- understand their assigned role
- have/borrow a laptop/tablet
- have EOC SharePoint access

Welcome agency reps as they arrive, and in addition to above:

- Give brief orientation to LAUSD and LAUSD EOC.
- Ensure that personnel who requested agency rep are aware of arrival.
- Collect contact information

Throughout activation:

- Circulate, ensuring that personnel understand assigned roles, fulfill EOC responsibilities, and that EOC procedures function smoothly.
- Advise EOC Director and Management section, particularly regarding EOC procedures.
- Receive and brief relevant personnel on updates from other EOCs and agencies associated with the incident.
- Attend meetings/briefings with Management group.

Before Deactivation, ensure the following:

- Plan in place for demobilization.
- EOC laptops returned – no exceptions.
- SitStat report finalized and saved as pdf in SharePoint.
- All incident documents finalized and filed in SharePoint and hard copies given to Documentation Unit.
- ICS 214s and other activity logs completed and filed in SharePoint.
- Announce demobilization expectations – all EOC responders are expected to:
 - return all equipment and materials
 - clear work station
 - dispose of trash and empty trash receptacles
 - place vest on back of chair
 - place chairs in appropriate positions at proper tables
 - assist with deactivation
 - check for all belongings before leaving
 - sign out and check out

DEACTIVATION OF EOC

Send deactivation notice (as needed) to:

- all EOC responders
- LA City EOC
- LA County EOC
- California Governor's Office of Emergency Services
- American Red Cross of Los Angeles

Copy and file sign-in sheets. PDF sign-in sheets and place in SharePoint.

Ensure that all incident documents are in proper SharePoint file.

Plug in laptops and laptop cart for charging.

Lock laptop cart.

Empty trash in each room and change trash bags.

Turn off all equipment: televisions, projectors, etc.

Dispose of leftover food/beverages and return paper goods to storage room.

Empty and clean coffee pot; return to storage room.

Refill water containers and return to refrigerator.

Clean all tabletops in all EOC rooms.

Return chairs and vests to proper tables and push in chairs:

- 12 chairs at each table on main floor
 - 11 section vests and one tech vest for each section table (except Management)
- 8 chairs at table in each conference room
 - white Agency Rep vests are kept in corner conference room

Replenish each supply cart and roll into position at each table.

Note any supplies that need to be ordered.

Photograph any notes on white boards.

Erase white boards and any markings on wall maps.

Raise all projector screens.

Shelve all reference materials.

Close and lock all doors.

EOC Main Floor



Main Floor:

Turn off TVs

Turn off 3 projectors

Raise projector screens

Close and lock all doors

Vests to appropriate tables (include one tech vest at each table)

12 chairs at each table

Stock supply carts and position at each table

Empty all trash (including side rooms), reline wastebaskets, and take trash to dumpster

Photograph any notes on white boards

Erase all whiteboards and maps

Clean tabletops

Shelve all reference materials

2 digital and 1 analog phones on each table (except Management – 1 digital, 1 speaker)

Management Table



1Management Table:

Vests:

EOC Director

Lead PIO

Finance Section Lead

Logistics Section Lead

LD Liaison

LD Liaison

Tech Support

Safety Officer

Legal Officer

EOC Coordinator

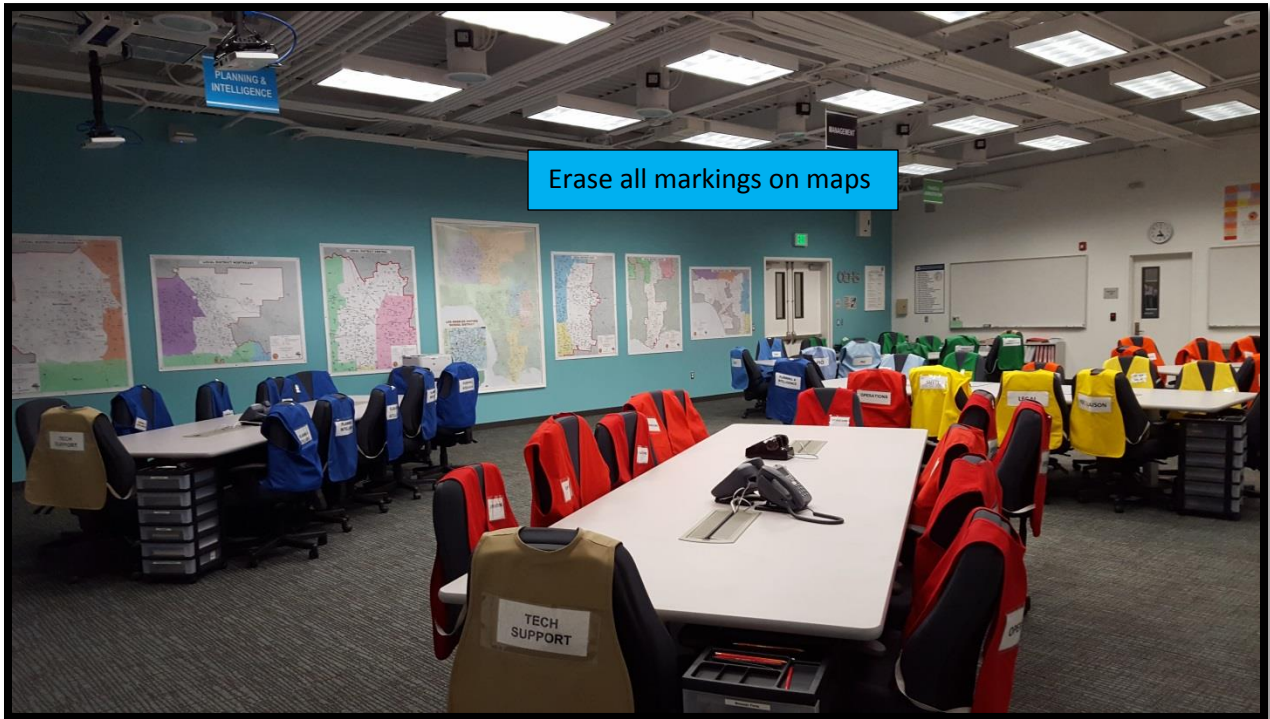
Operations Section Lead

Planning Section Lead

1 digital phone

1 speakerphone

Section Tables and Map Wall



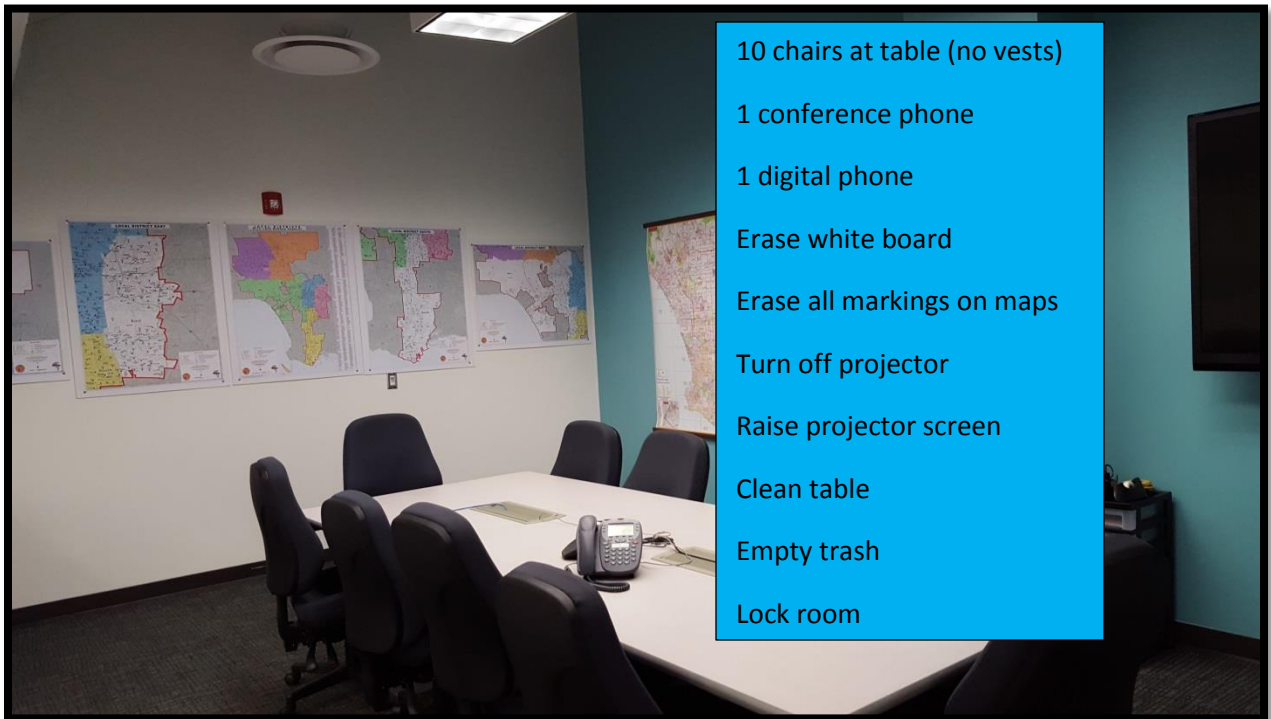
Copy Room (EOC Laptop Storage)



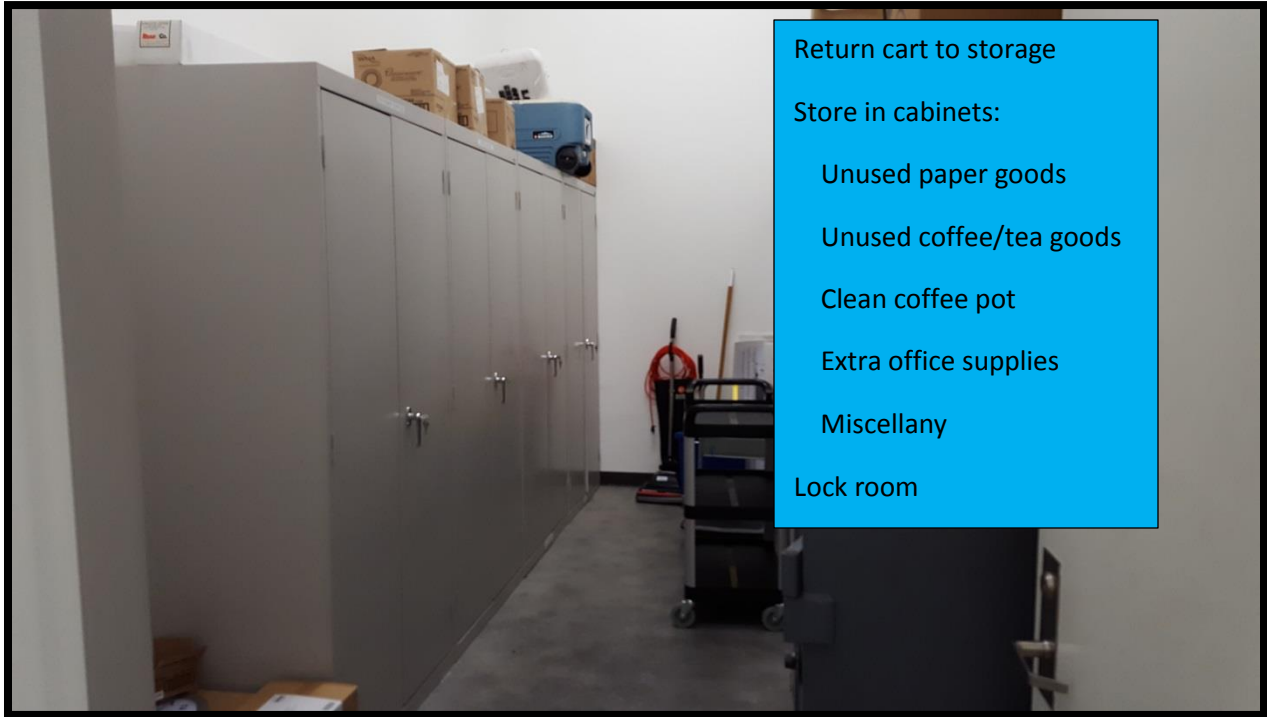
Conference Room: Agency Liaisons



Center Conference Room

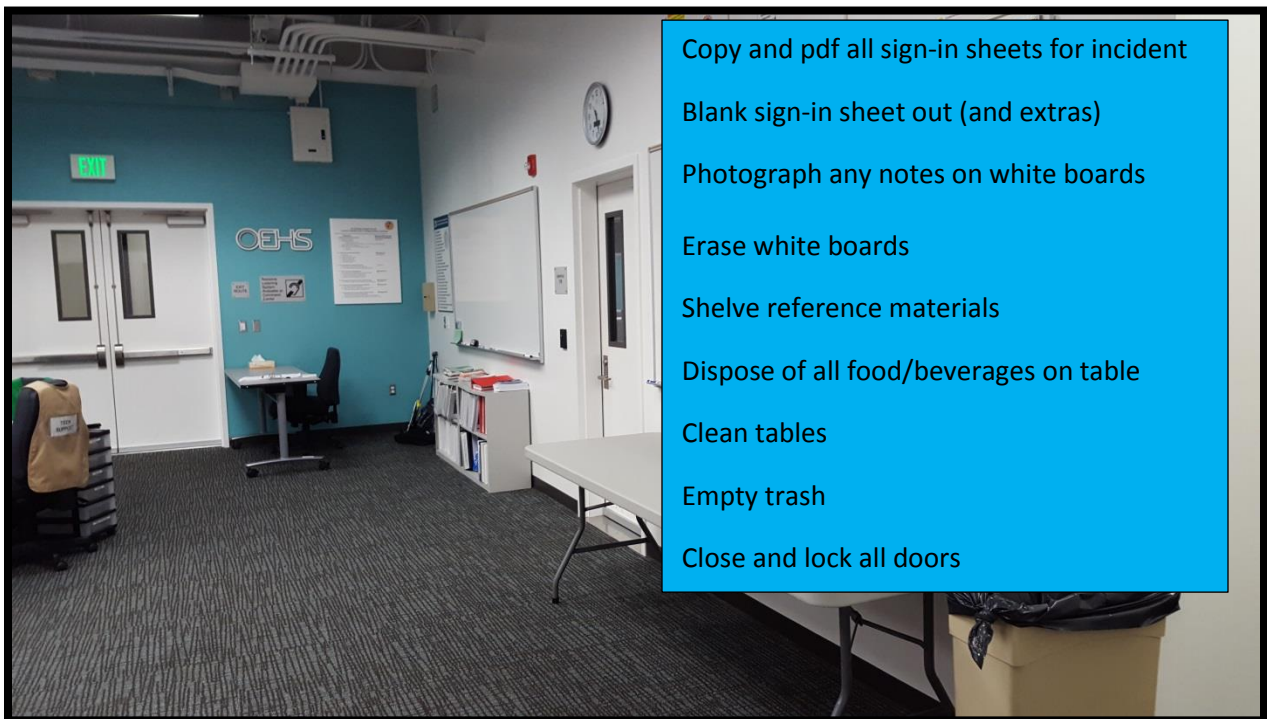


Storage Room



- Return cart to storage
- Store in cabinets:
 - Unused paper goods
 - Unused coffee/tea goods
 - Clean coffee pot
 - Extra office supplies
 - Miscellany
- Lock room

Entry Door and Sign-in Table



- Copy and pdf all sign-in sheets for incident
- Blank sign-in sheet out (and extras)
- Photograph any notes on white boards
- Erase white boards
- Shelve reference materials
- Dispose of all food/beverages on table
- Clean tables
- Empty trash
- Close and lock all doors