

Emergency Operations Center (EOC) Operations Period Briefing Template

Purpose and Instructions

The purpose of this Operational Period Shift Briefing Template is to help Emergency Operations Center (EOC) leaders plan and conduct shift briefing meetings covering topics critical to an incident.

This template is customizable; EOCs can modify it based on the jurisdiction's EOC organizational structure. The document can support an Incident Command System (ICS) structure, an Incident Support Model structure or a Departmental structure, as described in the National Incident Management System (NIMS).

EOCs use a variety of titles for common positions; for example, the EOC director may be called the EOC manager, coordinator, leader, or supervisor. The template has a placeholder under "Responsibility" (in the right-hand column) for the title of the person assigned to each action.

Consider using these ground rules during EOC briefings:

- Silence phones
- No side conversations
- Questions are welcome



FEMA

INSERT AGENCY LOGO**OPERATIONAL PERIOD
SHIFT BRIEFING**

INCIDENT:

REPORTING UNIT:

FORM:

NAME/NUMBER

DISASTER #:

OPS PERIOD:

DATE/TIME PREPARED:

UNIT LEADER:

ACTION	RESPONSIBILITY
■ Review the agenda and facilitate the briefing.	TITLE
■ Present the EOC objectives.	TITLE
■ Provide information on the current situation.	TITLE
■ Provide current assessment, including accomplishments.	TITLE
■ Review applicable maps, weather conditions, diagrams, and other technology references.	TITLE
■ Cover the work assignments and staffing for the upcoming operational period.	TITLE
■ Provide fiscal updates.	TITLE
■ Provide updates on transportation, communications, and supplies.	TITLE
■ Provide information on public information issues.	TITLE
■ Review relevant interagency information.	TITLE
■ Cover safety briefing and preview the next operational period.	TITLE

PREPARED BY:

APPROVED BY:

DATE: