

Create Position Task Books from EOC Skillsets Exercise Cards

**Emergency Operations Center
(EOC) Skillset:
Action Tracking**

Task Category:

- Perform action tracking

**Emergency Operations Center
(EOC) Skillset:
Center Management**

Task Categories:

- Establish EOC support for incident/event
- Coordinate EOC activities
- Ensure proper support for resource needs and requests, including allocation and tracking
- Ensure development and coordination of plans
- Ensure collection, analysis, and sharing of information internally and externally



FEMA

**Emergency Operations Center
(EOC) Skillset:**

**Coordination and Individual
Contribution**

This is a Level of Responsibility

Task Categories:

- Complete common coordination and accountability tasks associated with all positions within the EOC

**Emergency Operations Center
(EOC) Skillset:**

**Document and Records
Management**

Task Categories:

- Collect and store documents and records
- Provide documents and records upon request

**Emergency Operations Center
(EOC) Skillset:**

EOC Facility Management

Task Categories:

- Ensure that EOC infrastructure is operational
- Support the needs of EOC personnel
- Ensure security of the EOC

**Emergency Operations Center
(EOC) Skillset:**

Finance

Task Categories:

- Administer financial management for jurisdictional expenditures
- Advise EOC leadership and staff on financial matters associated with jurisdictional activities

**Emergency Operations Center
(EOC) Skillset:**

Leadership

This is a Level of Responsibility

Task Categories:

- Be proficient in the job, both technically and as a leader
- Supervise staff to ensure understanding and accomplishment of duties and tasks
- Coordinate to foster unity of effort

**Emergency Operations Center
(EOC) Skillset:**

Legal Counseling

Task Category:

- Advise EOC leadership and staff on legal matters and provide other legal services

**Emergency Operations Center
(EOC) Skillset:**

Organizational Representation

Task Category:

- Represent your organization and support EOC activities
- Understand discipline-specific resource streams

**Emergency Operations Center
(EOC) Skillset:**

Performance Improvement

Task Categories:

- Collect and analyze information regarding EOC activation and activities
- Suggest process improvements and solutions during EOC operations
- Support process improvement following EOC deactivation

**Emergency Operations Center
(EOC) Skillset:**

Policy and Direction

This is a Level of Responsibility

Task Categories:

- Demonstrate an understanding of the authorities, policies, priorities, capabilities, constraints, and limitations of the organization/jurisdiction you represent
- Demonstrate an understanding of coordinated response/Unified Command and the roles and responsibilities of the parties involved

**Emergency Operations Center
(EOC) Skillset:**

Resource Sourcing

Task Category:

- Understand potential sources
- Develop, evaluate, and implement courses of action for resource fulfillment

**Emergency Operations Center
(EOC) Skillset:**

Resource Tracking

Task Category:

- Track resources

**Emergency Operations Center
(EOC) Skillset:**

Resource Ordering and Acquiring

Task Categories:

- Order/request resources

**Emergency Operations Center
(EOC) Skillset:**
Safety Advising

Task Category:

- Promote the safety of EOC personnel

**Emergency Operations Center
(EOC) Skillset:**
Situational Awareness

Task Category:

- Gather data and information
- Analyze data and information
- Disseminate information

**Emergency Operations Center
(EOC) Skillset:**
**Understanding the Resource
Requirement**

Task Categories:

- Understand and validate the resource requirement
- Communicate requirement in plain language and use national standards and common terminology

**Emergency Operations Center
(EOC) Skillset:**
Recovery Coordination

Task Category:

- Understand the complexities of recovery
- Demonstrate an understanding of community impacts
- Prepare for long-term recovery

**Emergency Operations Center
(EOC) Skillset:
Planning**

Task Category:

- Reference pre-incident plans
- Develop and write EOC action plans and other incident-specific plans
- Disseminate plans
- Facilitate the ongoing planning process

**Emergency Operations Center
(EOC) Skillset:
Public Affairs Coordination**

Task Category:

- Manage EOC-related efforts to provide information and warning to the public
- Advise the EOC Policy Group, leadership, and personnel about public information and warning