

Appendix G

EOC Set up and Operation

Emergency Operations Center Set-Up

The Emergency Operations Center will be established at the Bristol Fire Station. The following resources are available at the station:

- 1) Meeting space with table and chairs
- 2) Cooking facility
- 3) Radio communication equipment
 - a. Lakes Region Fire Mutual Aid
 - b. Police radio
 - c. Ham radio
- 4) SMART Board with computer with internet.
- 5) Wireless internet in building.
- 6) 42" flat screen TV.
- 7) Conference call system.
- 8) Office supplies.
- 9) Emergency Backup generator.

The EOC also has access to the Town of Bristol Emergency Management Trailer with has additional radios and a generator to power the trailer.

Physical Set-Up

The physical layout of the EOC can be determined by the EMD there is no formal requirement a suggested set up could be as follows:

Logs and Paperwork for the EOC

Along with the ICS forms found in Appendix F the following logs for the EOC should be considered:

- 1) Sign in and Sign out log for EOC Staff
- 2) EOC staff contact information
- 3) EOC staff hours
- 4) Current shift status and positional log
- 5) A copy of the current Incident Action Plan should be posted in the EOC.
- 6) Map of the town.

Actions to Take Checklist

- ✓ Establish WebEOC link
- ✓ Notify NH Homeland Security and Emergency management of :
 - EOC Activation
 - Shelter Activation
 - Status of Emergency
- ✓ Start and maintain a chronological event log. Include date, time, persons reporting, key information, factors considered and decisions made.
- ✓ Remind staff to keep complete logs of all actions, financial records and calls.
- ✓ Designate a Public Information Officer.
- ✓ Provide a public warning or situational statement.
- ✓ Gather situation reports
- ✓ Assess immediate needs for:
 - Evacuation
 - Shelters
 - Emergency food
 - Medical care
 - Law enforcement and security needs (for community and EOC)
 - Infrastructure status and damage
- ✓ Evaluate the need for outside assistance

- ✓ Provide via WebEOC status updates
- ✓ Activate needed ESF's as outlined in plan and assign agencies to perform those tasks.

For more information see attached disaster response information from NH Emergency Management.