

Emergency Operations Center (EOC) Skillset: Organizational Representation

Task Categories:

Represent your organization and support EOC activities

Understand discipline-specific resource streams

Task Category: Represent your organization and support EOC activities

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Demonstrate subject matter expertise related to the organization you represent.	E, F, I, J, T		
2. Demonstrate understanding of your organization's policies, plans, resources, and constraints.	E, F, I, J, T		
3. Demonstrate ability to reach back to your organization and commit resources.	E, F, I		
4. Evaluate and monitor the situation and advise supervisor and other appropriate personnel: <ul style="list-style-type: none"> • Identify problems and recommend solutions • Provide essential elements of information to those serving in a situational awareness function • Provide information to represented organization and third parties • Demonstrate ability to forecast resource needs, potential consequences, and cascading effects of action or inaction 	E, F, I		
5. Proactively coordinate with other organizational representatives on issues such as: <ul style="list-style-type: none"> • Shared resources • Cascading effects on organizations • Efficiency of assistance • Resource availability 	E, F, I, T		
6. Brief relevant audiences on represented organization's issues related to the incident.	E, F, I		
7. Represent the organization in the planning process.	E, F, I		
8. Communicate back to your organization to share situational awareness.	E, F, I		

Task Category: Understand discipline-specific resource streams

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Track organizational resources, associated costs, and logistical concerns.	E, F, I		
10. Follow the EOC's process for providing your organization's resources.	E, F, I		

TASKS	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Initiate resource requests on behalf of your organization: <ul style="list-style-type: none">• Understand organizational Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), existing contracts, and discipline-specific state and Federal support	E, F, I		