

## Notional Daily Event Schedule

The Daily Event Schedule is created to keep track of all of the calls, meetings and events that are taking place over a given day. This is an example of what one would look like. In a large event, the ESF-15 EAO has a responsibility to participate in many of the calls and meetings, so you can see the need to have a strong supporting staff as well. A Daily Event Schedule should be kept and shared with all ESF-15 components and Headquarters.

Time	Event	Action
0500	Secretary DHS News Summary Prepared	NOC
0600	News summary distributed by TIC	JFO TIC
0630	JFO Operations Briefing	Key personnel, ESF-15 Coordinator
0730	ESF-15 Senior Leadership Meeting	ESF-15 Leadership Cadre
0800	ESF-15 Core Group Conference Call (1)	Director, ESF-15 Coordinator, Other key reps
0930	Federal Strategic Communications Conference Call	White House, Director, Cabinet ASP As, ESF-15 Coordinator
1000	State and local news briefing (2)	State and local counterparts ESF-15 staff/ spokesperson
1000	Federal daily incident release (3)	DHS Public Affairs
1030	NICCL Conference Call (4)	Federal interagency, ESF-15, state/local
1130	NICCL Call Summary Distributed	DHS Public Affairs
1300	DC News Briefing	ESF-15 Director, Interagency
1400	Congressional Brief	DHS CA, ESF-15 Coordinator
1400	State Community Relations Conf Call (5)	DHS P A, ESF-15 Com Rel, states
1700	ESF-15 Core Group Conference Call	DHS P A, ESF-15, Other key reps
1900	ESF-15 Daily Summary Distributed	ESF-15 Planning and Products
2000	NICCL Next Day Plans Distributed	DHS Public Affairs