

EOC Design and Layout Checklist

Considered?	Factor
<input type="checkbox"/>	1. The EOC Manager or Management Group should be in a position where it is possible to keep abreast of the current situation and manage operations, have access to the appropriate information displays, etc.
<input type="checkbox"/>	2. Staff members whose functions work closely together, are interdependent, or are in direct support of one another should be collocated.
<input type="checkbox"/>	3. Staff sections or functions should be located near the displays that they need for their functions.
<input type="checkbox"/>	4. Staff members working with secure material must have a secure area in which to work and must be able to secure their data and other work. If possible, the secure area should be away from other, less sensitive operations.
<input type="checkbox"/>	5. Conference rooms should be located out of the operational area but close enough to access information or staff members easily.
<input type="checkbox"/>	6. The Joint Information Center (JIC) should be located out of, but in close proximity to, the operations area but should be accessible to key personnel and technical specialists who may be needed to provide input to the message.
<input type="checkbox"/>	7. When possible, enough room should be allowed between functional groups to lessen cross-group interference.
<input type="checkbox"/>	8. Eating and sleeping areas should be located away from the operations area.
<input type="checkbox"/>	9. HVAC and other noise-producing equipment, such as generators, should be located away from the operations area, if possible.
<input type="checkbox"/>	10. The EOC design should include backup power generation of a capacity that all critical EOC systems can operate under emergency power, if necessary.
<input type="checkbox"/>	11. The entire EOC should be secure to ensure that citizens, members of the media, and other unauthorized personnel cannot access it.