



# EOC Director Checklist



<b>Activity:</b> Directs emergency operations in accordance with established Action Plan and with policy direction from the President and the Emergency Operations Executive. Overall management of incident and emergency activities, including development, implementation and review of strategic decisions.		<b>Date / Time Person Completing Checklist Reported to EOC:</b>
<b>Primary Position Responsible for this Function:</b> Chief, University Police.		<b>Name of Person Completing Checklist:</b>
Action Guideline:	Action Taken:	
Contact Emergency Operations Executive and obtain approval for implementation of plan (if time permits).		
Direct Section Managers (Operations, Finance, Logistics, and Planning) to make emergency notifications.		
Notify staff if EOC is to be activated.		
Activate EOC, if required.		
Initiate emergency messages to campus community via emergency vehicle public address systems and telephone notifications.		
Log names of personnel reporting to campus EOC and record times		
Make EOC assignments. Distribute identification vests and materials.		
Brief members of EOC on situation, instructions, and actions taken by local area (as known).		
Activate call-back procedures.		
Establish communications with Director of Emergency Services, County EOC/Sheriff's Department, University Police Dispatch Center, and campus responders.		
Advise Emergency Operations Executive of situation and recommend appropriate actions.		
Establish operational schedules and priorities consistent with direction from Emergency Operations Executive.		
Direct public information releases by PIO when authorized by Emergency Operations Executive (if the EOE is available).		