Addendum I - Emergency Operations Center Action Plan (EOC-AP)

Description
The Emergency Operations Center Action Plan (EOC-AP) describes the current situation and the goals, objectives, and tasks the EOC will undertake during the specified operational period to support response operations. For additional information, see the EOC Action Plan section of this document.

Instructions
1. Provide the name of the event.
2. Provide the operational period that the EOC-AP will cover.
3. Provide the name and signature of the individual that prepared the EOC-AP.
4. Provide the name and signature of the EOC Leader that approved the EOC-AP.
5. Provide the date the EOC-AP was approved by the EOC Leader.
6. Provide the time the EOC-AP was approved by the EOC Leader.
7. Describe the situation as it is currently known, including:
   - Status of response operations
   - Threats to life, safety, security
   - Obstacles to response efforts due to environmental, social, or other factors
   - If the situation improves, worsening, or staying the same
8. Describe forecasted weather conditions for the operational period the EOC-AP will cover.
9. List 3-5 high-level goals that will guide response operations throughout the duration of the event.
10. List an appropriate number of objectives that will guide response operations throughout the operational period covered by the EOC-AP. As discussed previously, all objectives should be SMART (i.e., specific, measurable, achievable, realistic, and timely).
11. Provide the first objective identified in block 10.
12. Describe all tasks required to complete the objective provided in block 11.
13. Provide the agencies, campus units, or individuals responsible for ensuring completion of the tasks described in block 12.
14. List the resources required to complete the tasks described in block 12.

Repeat steps 11-14 for each objective listed in block 10.
<table>
<thead>
<tr>
<th>1. Event Name:</th>
<th>2. Operational Period:</th>
<th>__ /<strong>/</strong>/ AM / PM   TO   __ /<strong>/</strong>/ AM / PM</th>
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</thead>
<tbody>
<tr>
<td>5. Date Approved:</td>
<td>6. Time Approved:</td>
<td><strong>:</strong> AM / PM</td>
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<td>__ /<strong>/</strong>/</td>
<td>7. Current Situation:</td>
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<td>8. Operational Period Weather Forecast:</td>
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<td>9. General Goals:</td>
<td>10. Operational Period Objectives:</td>
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<td></td>
<td>11. Objective:</td>
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<td>12. Task(s):</td>
<td>13. Lead(s):</td>
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<td>14. Resources required(s):</td>
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Addendum J - Situation Report

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