

**EOC Startup Procedure  
Policy No: 2403**

**Approval: Town Council  
Effective Date: September 20, 2010**

**Supersedes Policy No: none**



**Policy Statement:** The Town of Hardisty believes that in order to implement at the EOC, a start-up procedure guide is required.

**GOAL**

To coordinate emergency operations effectively, the municipal EOC must be activated early and proactively and EOC operations must start quickly and effectively. The DEM needs to make an early decision regarding who will assemble in the EOC, activate the fan-out, and ensure the EOC is opened up and operations started.

**PROCEDURES**

**DEM/Deputy DEM/Designate**

1. The DEM contacts the Site Manager or First Responder Agency Chief, confirms the event notification, receives a situation report and documents the report.
2. The DEM makes an initial public safety assessment and facilitates action if necessary (e.g. if EPWS activation or evacuation beyond site is warranted).
3. The DEM briefs arriving EOC staff and begins the first planning cycle as soon as first EOC agencies are operational.
4. Public Information Officer prepares first media briefing and attends DEM briefing of elected officials.

**Operations Officer/Deputy DEM/Designate**

5. EOC is opened up, sign-in procedures followed and EOC log procedures are started.
6. EOC is made operational(e.g. phones and communications are set up, agency tables are set up, agencies start log procedures, center table with maps is set up.
7. Initial notification is completed.

**EOC Agencies/Staff**

8. Initiate contact with respective site agencies and notify contacts. This first contact establishes communication means (e.g. radio, cell phone, other) and site or event contact person. This initial call should confirm that the EOC agency becomes dispatch for resources required by site agencies from this point forward.
9. Report to DEM and include in EOC log and agency log.
10. Start agency resource list, which resources are at site, which are staged and which are available at what expected time of arrival.

**DEM/Deputy DEM/Operations Officer/Designate**

11. Confirm or appoint Site Manager, including confirmation of site perimeters.
12. Confirm staging area.
13. Confirm site support procedures (e.g. highway detours, agency notifications such as government and industry agencies, regulatory agency notifications, etc.).
14. Confirm site PIO activities.
15. Assess Declaration of State of Local Emergency requirement and request Council members to declare if required.
16. Continue with EOC operations and planning cycles.
17. Ensure financial procurement procedures are followed.