



*Fairfield County Emergency Operation Center
Policies and Procedures*

USE OF EOC and JIC

Definition of an Emergency Operations Center

An emergency operations center, or EOC, is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the County

An EOC is responsible for the strategic overview, or "big picture", of the disaster, and does not normally directly control field assets, instead making operational decisions and leaving tactical decisions to lower commands. The common functions of all EOC's is to collect, gather and analyze data; make decisions that protect life and property, maintain continuity of the organization, within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals. In most EOC's there is one individual in charge, and that is the Emergency Manager.

Policies

1. The FC-Emergency Operations Center (EOC) is available during normal operating hours for use. Normal operating hours are **8AM until 4PM**. Use of room outside of these hours, requires a county employee to be in attendance and responsible for security of room and surrounding offices.
2. The use of the EOC will be for County, State, and Federal government agencies and will be limited to general meetings and training sessions only.
3. The priorities for the use of the EOC will be:
 - a. Fairfield County EMA
 - b. local governmental offices and departments
 - c. State and Federal departments
4. All requests will be subject to review 2 weeks previous to the event to see if conflicts exist with an EMA activity. If a conflict exists, EMA has the right to cancel any EOC use request.
5. Any event is subject to be canceled in the event of a declared emergency without notice.
6. The EOC should be considered a last resort due to the unpredictability of its intended design.

Form must be signed and returned: Email: ema-lepc@co.fairfield.oh.us or faxed to 740-652-1520
2 weeks prior to scheduled meeting time.

Updated and Approved: July 28, 2016

Guidelines

1. The request for scheduling of groups in the EOC must include the size and purpose of the group, and time for meetings to include any additional time needed for setup. Depending on the group size, the group can schedule the Joint Information Center (JIC).
2. No additional furniture or equipment, other than that furnished by the EOC, is to be used in the EOC. The Audio Visual equipment also **CANNOT** be used due to grant restrictions. Limited exceptions may be made with approval from the EMA Director.
3. Groups are required to provide **their own setup and clean up after the event, including removing trash from the room.** (A trash receptacle is available on the West side parking lot.) Any mess left in the EOC after the event will result in that group no longer being able to use the room.
4. Groups are allowed to bring in light refreshments, but ALL cups **must** have lids.
5. Table configuration cannot be changed unless preapproved by the EMA Director. Each table is wired with data and electricity.
6. Groups using the room will be responsible for use and assume responsibility for any damages to the room or contents. At the end of meetings, the EOC shall be restored to its previous condition and any non-EOC items removed. The EMA will not be responsible for items left in the room.
7. Emergency Exits and the entrance doors must remain clear of obstructions at all times.
8. No posters, signs, displays, or decorations may be put up/attached to the walls without prior approval from the Director.
9. All scheduled requests are subject to cancellation without notice if the EOC is activated or about to be activated for any County incident or disaster.



EOC Meeting/Training Room



JIC Meeting/Training Room

Form must be signed and returned: Email: ema-lepc@co.fairfield.oh.us or faxed to 740-652-1520
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Checklist for Use:

Room Preference: EOC JIC

I agree to:

- Furniture returned to previous arrangement, unless otherwise agreed.
- All materials provided for participants of group meeting removed.
- Tables wiped down and chairs pushed in.
- All discarded items are properly disposed of taken out to dumpster.
(Trash should not be left in the room.)
- Any problems reported to Emergency Management Staff.

Date/Time the EOC is being requested:

Name of Organization/Group:

Size of Group Participating:

Group Representative/phone number:

Signature of Meeting Organizer:

Date:

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