

# Emergency Operations Center Guide



*The Emergency Operations Center (EOC) is the center of operations during a disaster.*

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### These operations include:

- » Coordinating all internal and external communications.
- » Storing supplies.
- » Holding Command Level Meetings.

The EOC should be an easily accessible location with phones, computers, chairs and tables for staff members, as well as space to store extra emergency tools and supplies.

Ideally the EOC should be located near your organization's headquarters. If you expect your headquarters to be impacted by a disaster, consider setting up the EOC offsite, in the offices of another non-profit, a funder or another company you have a close relationship with that is less likely to be impacted by a disaster.

If staff members have evacuated headquarters and no alternative site is available, the EOC can be become virtual. If each staff member has access to phones, computers and supplies, Command Level Meetings can held via conference call.

Coordinate with the **Human Resources Team Leader** to ensure the appropriate work policies have been issued to staff regarding the EOC.

