


EOC Activation Form (page 1 of 2)

EOC Director:			
Date/time notified:		via:	
Notified by (name)		#	
Problem:		Location:	
EOC will be activated: YES <input type="checkbox"/> NO <input type="checkbox"/> Level <input type="checkbox"/>			
1. Mark on attached chart functions to be activated.	2. Notify duty staff	3. Notify Executive Staff	
EOC Level of Response			
Color	Level		Deactivation time
1	Local Incident		
2	Local Incident – partial activation		
3	Full EOC activation		
Green	DEACTIVATION		
Washburn campus disaster			
Type of incident/emergency			
Situation analysis			
1. Lives threatened:	2. Property damaged:	3. Public Information Required?	
4. Emergency services	5. Students impacted?	6. Hazards/threats/risks?	
WU departments involved			
Police	Facilities Services	Safety & Emergency Planning	
Student Health	Information Systems & Services	Business Services	
Student Services	Human Resources		

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Emergency Operations		
Police	Fire	Medical triage/first aid/ Student Health
Facilities Services	Safety & Emergency Planning	Residential Living
Care and shelter	Student Services	Telecommunications/Computing/ Information Services
Human Resources		
Location(s) and situation status:		
Map attached?		
Immediate Action Plan		
Highest priority / goal for EOC:		
EOC actions:		
Primary actions on site:		
Anticipated next steps:		
Anticipated decision, EOC Action Plan update or deactivation		
Date:	Time:	Decision point:
Attachments (please list):		

EOC Activation Checklist

- Please follow this list to set up the EOC.
- The first person to arrive is responsible for setting up the EOC.
- Forward this checklist to the Situation Status when completed.

Name:	Date:	Event:
Title:	Time:	
EOC activation: Full Partial	Emergency power: Yes No	Telephones: Yes No
Set up and test all <ul style="list-style-type: none"> • Radio • Cellular • Fax • E-mail 	Communications <ul style="list-style-type: none"> • Telephones • Network 	Post EOC signs <ul style="list-style-type: none"> • EOC doors • Elsewhere, as needed
Set up table at door with: <ul style="list-style-type: none"> • Sign-in sheet • Fax machines • Telephone 	Set up Situation Status: <ul style="list-style-type: none"> • Campus maps • Message boards • Posting board <i>that you are activating</i> • EOC event log • Other displays 	Notify: WU police/dispatch
Open doors for ventilation, if needed	Arrange chairs and add tables, as necessary	Notify nearby staff who will be affected
Contact:		
Notes:		

Appendix K.3.1

Incident _____ EOC Action Plan # _____

Date ____ / ____ / ____ Time ____ : ____ am/pm EOC Manager: _____

EOC Action Plan #			
Primary problem or incident			
Highest priorities or operational objectives			
Strategic Actions			
Time:			
Strategy:			
Team or position:			
Action	Lead	Tasks/steps	Resources needed
Strategic Actions			
Time:			
Strategy:			
Team or position:			
Action	Lead	Tasks/steps	Resources needed

Appendix K.3.2

Incident _____ EOC Action Plan # _____

Date ____ / ____ / ____ Time ____ : ____ am/pm EOC Manager: _____

Strategic Actions			
Time:			
Strategy:			
Team or position:			
Action	Lead	Tasks/steps	Resources needed
Strategic Actions			
Time:			
Strategy:			
Team or position:			
Action	Lead	Tasks/steps	Resources needed

Appendix K.3.3

Incident _____ EOC Action Plan # _____

Date ____/____/____ Time ____:____ am/pm EOC Manager: _____

Strategic Actions			
Time:			
Strategy:			
Team or position:			
Action	Lead	Tasks/steps	Resources needed
Strategic Actions			
Time:			
Strategy:			
Team or position:			
Action	Lead	Tasks/steps	Resources needed
Next update:			

Issues:

EOC Training, Drills and Exercises

Dates(s)/time	Event/activity	Location	Areas tested