Station Order 17-032: Instruction for Setting Up the EOC

Step 1 - Arrange the tables in accordance with the EOC/Assembly Room Diagram posted on the inside of the EOC Storage Room (B07). Three tables should be set parallel to the North wall, approximately 8-10 feet away, with the middle table centered under the 'Incident Commander' sign. Two tables should be placed perpendicular to the end of each of the outside tables, end to end, headed towards the South wall. When set up correctly, the tables will be in a standard 'U' format with the open end facing the South wall. Refer to photos 1-4.

One additional table should be placed near the Northwest portal, to be used as the EOC check-in table. Refer to photo 5.

NOTE- ALL PERSONNEL ENTERING THE EOC MUST SIGN IN/OUT AT THE TABLE.

Step 2 - Remove the grey storage tubs from the EOC closet. Each tub contains file boxes, respective to the color-coated labels. Place the designated box in its section according to the assigned location on the label. Refer to photos 6-7.

Step 3-Pull out the phone cart. This cart has all of the phones needed for the EOC. The multi-line phones plug into the 'harmonica,' the 12 line connector. Refer to photo 8. The harmonica connects to the grey cable located on the South wall of the EOC. Refer to photo 9. Insert the connector with the harmonica until it clicks. Tighten down the connector with the Velcro tab. The Cisco phones connect to the blue data CAT 5 cables. Refer to photo 12. There are 2 blue data CAT 5 receptacles located on both the South and the North walls of the EOC. Each phone is labeled with its respective assignment. Refer to photo 10. Each phone is also numbered, which correlates to the number of the cord linking to the harmonica. Each section has two multi-line phones, which allows the answering of most phones in the EOC, with the exception of the Cisco phones. Refer to photo 11.

Step 4- The EOC storage room has maps, easels, reference manuals, emergency operations procedures, and supplies.

Step 5- Place EOC directional signage (EOC or EOC) on hallway walls to direct visitors to EOC. This signage is located in the Start-up/ Check-in box in EOC Set-up Box #1.