



Pennsylvania State Fire Academy

1150 Riverside Drive
Lewistown, PA 17044-1979

Pennsylvania Emergency Management Agency

2605 Interstate Drive
Harrisburg, PA 17110

Minimum Standard for Accreditation (MSA)

Original program: DEC 2012

Revised: MAR 2013

Course Title: G-775, Emergency Operations Center Management and Operations

Course Title: G-775

Length of Course: 13 Hours **Lecture/Lab Breakdown:** 11 hours / 2 Hours Group Discussions

Target Audience: This course is designed for Federal, State, and local emergency management officials, first responders, incident command staff, private industry and volunteer agency personnel responsible for coordinating activities during a disaster.

Prerequisites: IS-775 EOC Management and Operations, IS-100, and IS-200 (or equivalent or current version).

Referenced Texts: FEMA G-775 EOC Management and Operations Course Student Manual. Instructor Guide and PowerPoint provided on CD by PEMA.

Course Goal: The goal of this course is to assist individuals and jurisdictions that desire to develop or enhance their Emergency Operation Centers.

Description of Course: This two-day course is designed to examine the role, design, and functions of the Emergency Operations Center (EOC) and their relationships as components of a multi-agency coordination system. The course provides training about staffing and organization, information, systems, communications and equipment needs at the EOC, activating and deactivating the EOC, EOC operations and EOC training and exercising. Participants will have the opportunity to apply what they have learned during group activities. This course will also focus on the coordination between the Incident Command System (ICS) and the decision making procedures taking place in the EOC.

Description of Methodology to be used: (Brief): Lecture, discussions, small group activities, and PowerPoint presentations.

Student Equipment/Supply Needs: Note taking materials (Pen/Pencil, paper).

Equipment/Audiovisual/Supply requirements: Classroom setting with chairs and tables; computer with capabilities to play DVDs, LCD projector screen; video (digital or film) camera with appropriate media (SD card, DVD, VCR Tape, etc.), Play back device

MINIMUM STANDARDS FOR ACCREDITATION

G 775 EOC Management and Operations

Page 2 of 2

for recorded media (VCR, Computer, DVD Player); additional handouts per instructor choice.

Special Notes & Conditions: Minimum of 10, Maximum of 30 students in the class. Minimum of two (2) instructors required to deliver this course.

COURSE OUTLINE

<u>Time</u>	<u>Content</u>	<u>Notes</u>
--------------------	-----------------------	---------------------

DAY ONE

0:30	Unit 1: Introduction, Overview, and Administrative Announcements	
1:30	Unit 2: EOC the Basics	
1:30	Unit 3: EOC Organizational Structures and Staffing	
1:30	Unit 4: EOC Design, Technology, and Equipment	
1:00	Unit 5: Situational Awareness and Common Operating Picture	
1:00	Unit 6: EOC Operations	

DAY TWO

1:00	Unit 6 EOC Operations (continued)	
1:30	Unit 7: Public Information and Warning	
1:30	Unit 8: The EOC Transition to Recovery	
0:30	Unit 9: Training and Exercising at the EOC	
1:30	Unit 10: Course Summary and Final Exam	

Competency Evaluation Mechanism (Brief description-attach copy): Successfully pass the 31 question exam. Exam is considered passing with a score of 70% (21 correct responses). Candidate has one (1) retest attempt to pass.

Course Objectives (specific): At the completion of this course students will be able to:

1. Identify the multiple roles and responsibilities of a modern-day EOC.
2. Differentiate between tactical and strategic emergency management.
3. Build and manage effective organizational structures within an EOC.
4. Promote effective EOC operations through plans, procedures, coordination, and documentation.
5. Describe the role and challenges of an EOC during the transition to recovery.

Questions/Comments: Contact the State Fire Academy Assistant Administrator