

## **Emergency Operations Centre, Level 2: Operational Guidelines**

**Course Sponsor:**

Justice Institute of B.C.- Emergency Management Training

**Target Audience:**

Individuals who have or will be assigned positions in the EOC

**Course Description:**

*Duration: 2 Days*

This purpose of this course is to enable participants to perform their roles and responsibilities in the Emergency Operations Centre (EOC).

**Course Objectives:**

On completion of this course, participants will be able to:

- Describe the appropriate circumstances and timing for activation of the EOC
- Participate in EOC activities of a response or recovery operation for their jurisdiction or agencies
- Coordinate their activities internally and externally of the EOC
- Perform their roles and responsibilities before, during and after an emergency disaster
- Participate as effective members of the EOC

Topics include:

- BC Emergency Response Management Systems (BCERMS)
- Review of the EOC Operational Guidelines
- EOC purpose and organizational structure
- EOC facility and setup
- Roles and responsibilities of the EOC functions: policy, management, operations, planning, logistics and finance/administration
- Interface with other BCERMS levels
- Internal and external coordination and communications
- Activation procedures

- EOC operational processes; establishing priorities, decision-making, briefings and debriefings, information management, resource management, action planning, situation reporting and teamwork
- Tabletop exercises

**Prerequisite:**

- Introduction to Emergency Management in BC
- Emergency Operations Centre, Level 1
- Incident Command System Orientation I-100

**Type of Instruction:**

Lecture, video, group work and tabletop exercises

**Class Size:**

26 Maximum

**Course Location:**

Courses can be delivered at various locations as agreed upon. The vast majority of Emergency Management Division courses are conducted away from the Justice Institute's campuses at locations convenient to clients and students.

**Point of Contact:**

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**Additional Comments:**

Courses are delivered on a contract basis with municipalities, provincial and federal government agencies, the private sector and non-governmental organizations.