



# Training Information Bulletin

TRAINING COURSES AVAILABLE UPON REQUEST

**Length:** 1 ½ Days

**Where:**

The course is ideally conducted in the Emergency Operations Center of the requesting jurisdiction.

**Cost:**

There is no fee for the course. SEMO provides course materials and instructors. Food, lodging & transportation costs are the responsibility of participants.

**Completion:**

Participants who actively participate and attend all hours of the program will receive a Certificate of Completion for the course.

**How to Request this Course:**

Request this course through your County Emergency Manager. County Emergency Managers, please submit a course request form through your SEMO Regional Office

**Contact Us:**

New York State Emergency Management Office  
Training & Exercises Section  
(518) 292-2351 or  
semotraining@semo.state.ny.us  
www.semo.state.ny.us

## ORGANIZING AND MANAGING THE LOCAL EOC

### Description

The New York State Emergency Management Office sponsors a course on Organizing and Managing the Local EOC, which is a jurisdiction-specific training course designed to address the DHS Target Capability of providing Multi-Agency Coordination (MAC) for incident management through the activation and operation of the emergency operations center (EOC). The course is designed to address the following topics and issues in the context of the requesting jurisdictions plans, capabilities, and EOC facility

### Topics & Issues to be Covered

- EOC Basics and Legal Aspects
- Coordination, Cooperation, and Communication
- EOC Staffing and Organization
- EOC Activation
- Incident Command System
- Agency Participation
- Emergency Support Functions
- Management and Support Staff
- EOC Management
- Meetings and Briefings
- Incident Action Planning
- Emergency Declarations and Orders
- SOPs/SOGs and Job Aids for the EOC
- Exercise

### Prerequisites

All participants should come already familiar with the jurisdiction's Comprehensive Emergency Management Plan (CEMP) and EOC operating procedures and guidelines, as well as, the emergency management responsibilities of their home agencies. Participants should also have an understanding of the Incident Command System (ICS) and have completed training, at a minimum, at the I-100 'Introduction to the Incident Command System' level.

### Who Should Attend?

Individuals identified to staff the jurisdiction's emergency operations center as agency representatives or management and support personnel. Elected and appointed individuals for the jurisdiction are also encouraged to attend.