

# Emergency Operations Centre Summer School 2012

Now being offered twice!!!

## What is the EOC Summer School?

This is an opportunity to attend all of the key EMTC EOC courses all in one week. It is a great chance for people who participate in/ coordinate emergency management within their organisation to become fully conversant with the roles and responsibilities of the EOC and the functions of Planning / Intelligence, Operations, and Logistics. All these courses will be presented by practitioners who were actively involved in response to the Canterbury earthquakes and the courses have recently been updated to reflect some of the key learning's from these events.

## Course Dates

### Course One: To be delivered at Burnham Military Camp

Introduction to the EOC (EOC II)	13 and 14 February
Planning / Intelligence (EOC III P/I)	15 February
Operations (EOC III Ops)	16 February
Logistics (EOC III Log)	17 February

Note: The NZDF are hosting this course and have several places allocated to them. To facilitate multi-agency interaction we are limiting other agencies to 2 representatives.

### Course Two: To be delivered at NZFS Training Centre Christchurch

Introduction to the EOC (EOC II)	27 and 28 February
Planning / Intelligence (EOC III P/I)	29 February
Operations (EOC III Ops)	1 March
Logistics (EOC III Log)	2 March

## Times

Each day runs from 0900 to between 1500 and 1600

## Cost

For Canterbury based students:  
\$50.00 (+GST) per course

For non-Canterbury based students

- EOC II (2 days) \$280.00 (+GST)
- each EOC III (1 day) \$180.00 (+GST)

Course cost includes all course material, catering and assessment.  
10% discount for anyone attending all 5 days = \$738.00 (+GST)

## Pre-requisites

Introduction to EOC is a pre-requisite for the EOC III function specific courses.

## Course Overview

Separate information on each course is included on the next pages



# Course Specific Information

## Introduction to EOC (EOCII)

### Course Overview

In this course you will learn how to apply the New Zealand Coordinated Incident Management System to manage, coordinate, staff and operate an Emergency Operations Centre.

On completion of the course you will be able to:

- Describe the appropriate circumstances and timing for activation of the EOC
- Participate in response operation activities in the EOC
- Co-ordinate activities internally and externally of the EOC
- Perform roles and responsibilities before, during and after an emergency
- Participate as an effective member of the EOC

The following topics are covered in EOC II:

- Review of EOC Operational Guidelines
- EOC Purpose and organisational structure
- EOC Facility and set-up
- Roles and responsibilities of the EOC functions: policy, control, operations, planning / intelligence and logistics
- Interface with other levels of response
- Internal and external co-ordination and communications
- Activation procedures
- EOC operational processes: establishing procedures, decision-making, briefings and debriefings, information management, resource management, action planning, situation reporting and teamwork
- Tabletop exercise

## Planning/Intelligence (EOCIII)

### Course Overview

This course provides a familiarisation with the roles and responsibilities of the EOC Planning / Intelligence (P/I) function, and provides an opportunity to perform the processes involved within the function.

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

- Perform the P/I roles and responsibilities
- Participate in P/I activities
- Coordinate P/I activities internally and externally at the EOC



# Operations (EOCIII)

## Course Overview

This course provides a familiarisation with the roles and responsibilities of the EOC Operations function and provides an opportunity to perform the processes involved within the function. On completion of this course, participants will be able to:

- Perform Operations roles and responsibilities
- Participate in Operations function activities
- Co-ordinate the function's activities internally and externally of the EOC
- Participate as an effective member of the Operations function

# Logistics (EOCIII)

## Course Overview

This course provides a familiarisation with the roles and responsibilities of the EOC Logistics function and provides an opportunity to perform the processes involved within the function. On completion of this course, participants will be able to:

- Develop a comprehensive logistics plan
- Co-ordinate resources within their organisation
- Describe the roles and responsibilities of logistic staff
- Describe the delivery of supplies and materials
- Discuss the use of facilities, including security measures, life support systems, supplier, materials and services needed for EOC staff to accomplish their responsibilities
- Understand the financial requirements of an EOC during an emergency.

## Contacts

For enquiries relating to this course, or for enrolments please contact.

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Please indicate preference and availability for Course One and Two.

