

prior to activation of the Communications Unit which falls under the logistics function. The only requirement is to maintain an effective span of control.

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- f. The size of the current organization and that of the next operational period is determined through the EOC action planning process.
- g. A number of organizational elements may be activated in the various sections. Each activated element must have a person in charge of it. In some cases a single supervisor may be in charge of more than one unit. As a general rule, units should not be merged, as this may cause difficulty and confusion if they are separated at a later time.
- h. Elements which have been activated and are clearly no longer needed should be deactivated to decrease organizational size.

4. Span of Control

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Span of control pertains to the number of individuals one Emergency Operations Center supervisor can effectively manage. Maintaining an effective span of control is particularly important in an EOC to provide effective coordination services and for accountability reasons.

In the EOC, the span of control for any supervisor during an emergency response activation should fall within a range of 3 to 7. If a supervisor has fewer than three people reporting, or more than seven, some adjustment to the organization should be considered. The general rule for