

- e. The EOC Director has freedom to only activate elements of the organization that are required. For example, it is not necessary to activate a Logistics Section Coordinator prior to activation of the Communications Unit which falls under the logistics function. The only requirement is to maintain an effective span of control.
- 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

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 span of control in the EOC is one supervisor to five subordinates. If necessary in some functions, a deputy should be considered to ease span of control problems.

5. Use of EOC Action Plans

An action plan should be established within the EOC for each operational period. The operational period is defined by the time required to perform stated objectives. The purpose of the EOC action plan is to provide all personnel with appropriate direction for future actions.

The EOC action plan should always be written. Essential elements in any action plan include:

Statement of Objectives - Answers the question - What are we expected to achieve? Objectives should always be stated in terms of the operational period, they should be prioritized, and they should be consistent with agency policy.