



Standard Guide for Emergency Operations Center (EOC) Development¹

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1. Scope

1.1 This guide provides general guidelines for the development of an emergency operations center (EOC).

1.2 An EOC may be developed by either the public or private sector in response to the demonstrated or predicted need for a designated facility at which those involved in emergency/disaster management and the coordination of response and recovery efforts work.

1.3 This guide may also serve as a foundation for larger facilities such as a regional operations center (ROC) or state operations center (SOC) with a broader area of responsibility and more extensive needs to communicate and coordinate with others.

1.4 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 NFPA Standards:²

NFPA 90A Standard for the Installation of Air Conditioning and Ventilating Systems

NFPA 90B Standard for the Installation of Warm Air Heating and Air Conditioning Systems

NFPA 110 Standard for Emergency and Standby Power Systems

NFPA 220 Standard on Types of Building Construction

NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communication Systems

NFPA 1561 Standard on Emergency Services Incident Management System

NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs

NFPA 5000 Building Construction and Safety Code

2.2 Other Standards:

ASCE/SEI 7-05 Minimum Design Loads for Buildings and Other Structures³

CPG-101 March 2009 (Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans)

NIMS December 2008 (National Incident Management System)

NRF January 2008 (National Response Framework)

3. Terminology

3.1 Definitions of Terms Specific to This Standard:

3.1.1 *authority having jurisdiction (AHJ)*, *n*—the organization, office, or individual responsible for approving equipment, materials, an installation, or a procedure. **NFPA 1561**

3.1.2 *entity*, *n*—governmental agency or jurisdiction, private or public company, partnership, nonprofit organization, or other organization that has emergency management and continuity of operations responsibilities. **NFPA 1600**

3.1.3 *established EOC*, *n*—facility temporarily created to manage or coordinate emergency operations or like functions.

3.1.4 *standing EOC*, *n*—existing fixed facility that serves as a location for entities to manage or coordinate emergency operations or like functions.

3.2 Acronyms:

3.2.1 **ADA**—American with Disabilities Act

3.2.2 **AHJ**—Authority Having Jurisdiction

3.2.3 **ARC**—American Red Cross

3.2.4 **BCM**—Business Continuity Management

3.2.5 **CERT**—Community Emergency Response Team

3.2.6 **COG**—Continuity of Government

3.2.7 **COOP**—Continuity of Operation

3.2.8 **COTS**—Commercial-Off-The-Shelf

3.2.9 **EOC**—Emergency Operations Center

3.2.10 **FEMA**—Federal Emergency Management Agency

3.2.11 **HVAC**—Heating, Ventilation, and Air Conditioning

¹ This practice is under the jurisdiction of ASTM Committee E54 on Homeland Security Applications and is the direct responsibility of Subcommittee E54.02 on Emergency Preparedness, Training, and Procedures.

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² Available from National Fire Protection Association (NFPA), 1 Batterymarch Park, Quincy, MA 02169-7471, <http://www.nfpa.org>.

³ Available from American Society of Civil Engineers (ASCE), 1801 Alexander Bell Dr., Reston, VA 20191, <http://www.asce.org>.