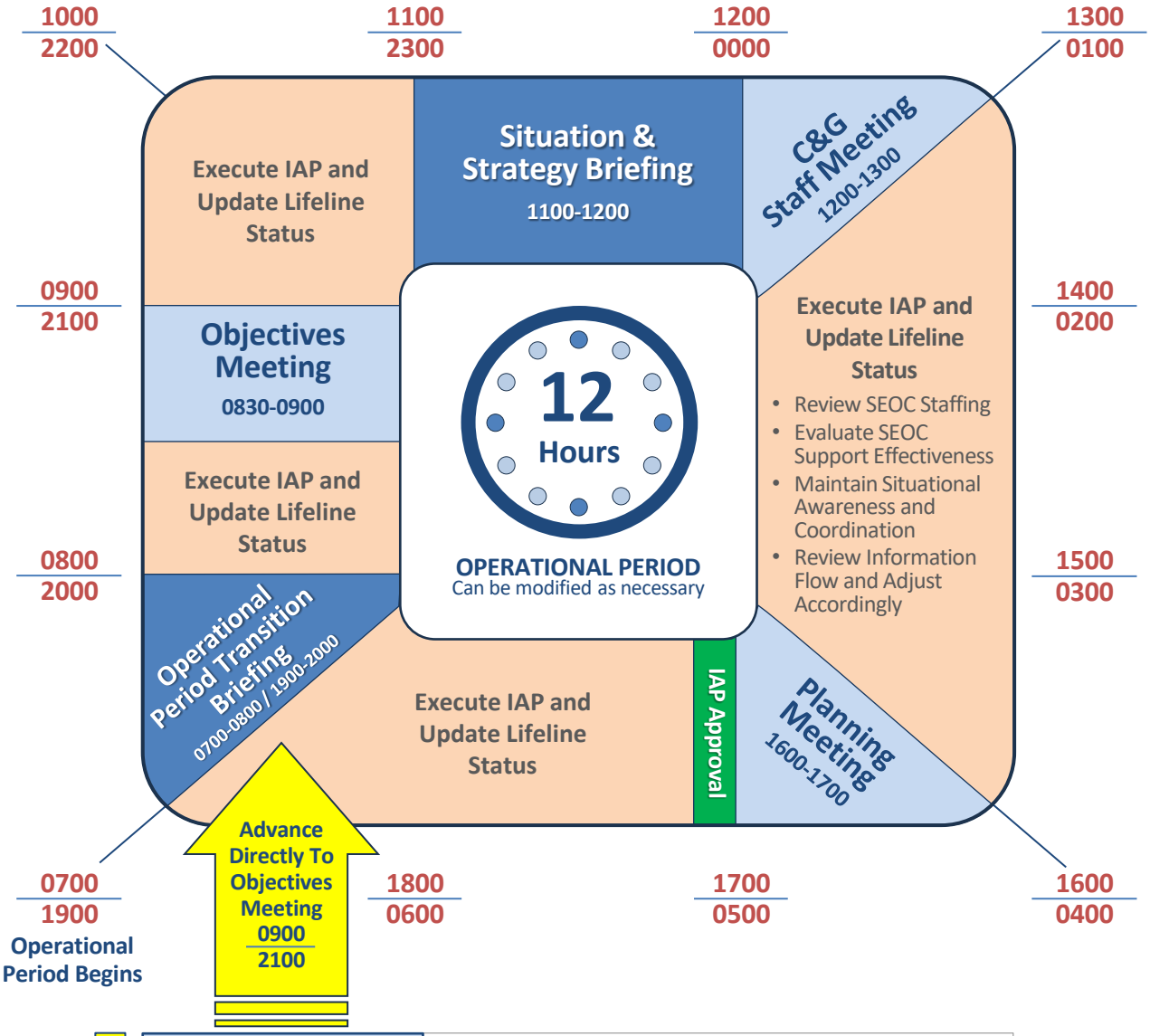
MEMA - STATE EMERGENCY OPERATIONS CENTER

OPERATIONAL RHYTHM "Planning-P"



Initial Activation Process [Performed Once]

Process & Procedures Meeting	**PROCESS & PROCEDURES MEETING** • Standards Review • Event Specific Issues (i.e. lodging, funds, etc.) • Approved Deviations from the SOP
Initial Response & Assessment Briefing	**INITIAL RESPONSE & ASSESSMENT BRIEFING** • Situation Brief & Critical Information Shared • Priorities are established • Leader's Intent Provided
Activate SEOC [SEOC Opens]	**ACTIVATE THE SEOC** • Staff & ERT members Notified to Report • Staff & ERT members Check-In & Start Data Collection • Determine Initial Operational Rhythm
Incident/Event Occurs	**INCIDENT/EVENT OCCURS** • MEMA Director is notified • Priorities are established • SEOC Activation Level and Staffing Determined
Known Event Activation Procedures Initiated	**KNOWN EVENT ACTIVATION PROCEDURES** • State EOC Posture Determination Call • State EOC Staff Posture Brief • State EOC Response Activation Call

LEGEND

- Briefing
- Meeting
- Action
- Ongoing Ops

BRIEFING & MEETING SUMMARY

OPERATIONAL PERIOD TRANSITION BRIEFING

Purpose: Act as the formal changeover point between two operational periods.

Attendees: All incoming and outgoing SEOC staff and Emergency Response Team members

OBJECTIVES MEETING

Purpose: Establish incident (initial activation) / operational period objectives and confirm SEOC Operational Rhythm.

Attendees: Policy Group, SEOC Manager, Planning Section, Operations Section

SITUATION & STRATEGY BRIEFING

Purpose: Deliver a comprehensive briefing on the incident status, objectives, and priorities and determine future needs.

Attendees: All SEOC staff, Emergency Response Team members, and any impacted County Emergency Management Agency or Tribal Nation

C&G STAFF MEETING

Purpose: Semi-formal setting to discuss priorities, review status, and resolve challenges to ensure a coordinated response.

Attendees: Policy Group, SEOC Manager, Public Information Officer, All General Staff Sections

PLANNING MEETING

Purpose: Serves as a final review and validation of the drafted Incident Action Plan.

Attendees: Policy Group, Command Staff and General Staff (All)

ACTION: IAP APPROVAL

- **IAP Approved at end of Planning Meeting**
- **Distribute the plan to key stakeholders**

All designated times are recommendations only and can be changed as necessary