EOC Security Policy excerpt from the Broward EOC Procedures Manual for Activations (OPS Floor Manual)

POLICY FOR FACILITY OPERATION

Meals

The consumption of food is strictly prohibited on the Operations Floor. Any drinks must be housed in a secured and covered container. Meals and snacks may be provided for occupants of the Broward County EOC during times of activation. Schedules will be announced on the 3rd floor, WebEOC's EOC timeline board, or via WebEOC messages.

Lock-down

For safety reasons, at some point in the activation for a disaster (usually when a storm is imminent) a Lock Down mode may be called at the EOC. At this point all personnel already in the EOC will be required to stay within the building until safe conditions return. Personnel assigned to the Broward EOC should be prepared with 3 days of necessary items for any activation. In addition, all EOC personnel should prepare their homes and families beforehand**.**

Smoking Policy - There is absolutely no smoking in the building or on the stairway landings. Those who wish to smoke must exit the building entirely and be prepared to refrain during periods of lock down. Please dispose of used or discarded cigarette remains inside of the cigarette receptacles located under the EOC Parking Garage or near the main EOC entrance.

Security – All ESF/EMD authorized personnel are required to attend the appropriate classes and secure their BERT Credentials prior to season. All personnel are to sign in and out using the Sign In/Out board within WebEOC. In addition, all EOC personnel should swipe their Johnson Control capable EOC credential badge at the beginning and end of the shift at either the Center Stairwell or inside of the EOC lobby on the 1st floor.

All EOC personnel (staff, facilities, call center, volunteers and media) are required to present their EOC Credential to the Johnson Control Readers located in the front lobby, and the 1st floor of the Center Stairwell of the EOC.

Security staff will have a listing of all EOC authorized personnel. Personnel who are not on the authorized list will not be granted automatic access to the EOC. A paper Fast-Pass Credential or VIP Credential will be issued to authorized personnel who do not have BERT picture ID's.

No credentials will be created during an EOC activation.

BERT Credentials and access rights are as follows:

 EMD Staff - Photo credentials; access to all levels of the building

 EOC Personnel – All assigned EOC Personnel with proper ICS documentation and approval will have Johnson Control Cards granting access to the Center Stairwell and EOC Lobby.

 Media - Numbered orange credentials marked MEDIA; restricted to the media area on the second floor and the third floor

 VIP's - Numbered white credentials marked with a red VIP; access restricted to the third floor and, with EOC approval, the second floor

 Call Center – White credentials marked with Call Center in Red – access restricted to the call center and third floor

 Hotline Volunteer – White credentials marked with a red Hotline Volunteer; restricted to call center and third floor

 Facilities – White credentials marked with a red Facilities; access to all levels of the building

 Fast –Pass – Paper credentials granted to individuals either without ICS documentation, Supervisor approval, or unassigned EOC personnel.

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Second Floor- Broward EOC
No food or open lid drinks are permitted in the Broward EOC.
☐ Access to the Operations Floor will be through the double doors to the left when exiting the elevator. Only authorized personnel will be allowed on the operations floor.
☐ Each table will have access to a printer which is located nearby, if not at that table. The printers are connected to the computers on the table should hard copies of information be necessary.
☐ Fax machines are located at several locations throughout the Operations Center.
☐ Breakout rooms are located around the perimeter of the main OPS room. They are available for off the main floor meetings and are equipped with speaker phones, round conference tables and computers. They must be reserved through the WebEOC Meeting schedule board. ESF/Units cannot reserve a conference room for an entire day.
☐ Restrooms are located outside the Operations floor just to the right of the elevator on the 2nd floor and 3rd floor.
☐ Exits are located at the east and west ends of the building and in the center across from the bathrooms. Exits lead to the first floor. For safety and security reasons the exit doors lock automatically and should not be propped open.

EOC Equipment Locations
ESF Tables & Municipal Tables
☐ Computers possess MS Office Suite, Windows 7, Adobe Reader, Internet Access, and a WebEOC desktop shortcut.
☐ Tables are assigned pool-printers as their default printer, there are no individual printers.
☐ Each station possesses a single-line telephone
☐ Most ESF tables possess at least one non-trunk (ESSEX) line which has a Red dot placed on the phone.
The Policy Group Team Room receives information and situation reports from ESF-5 (Planning & Information). Doors can be closed to limit the noise from interrupting meetings and conference calls held in this room. Room capabilities also include:
☐ Multiple Television Monitors
☐ Polycom Videoconferencing System
☐ Video Switching Station
☐ Cisco Voice Station – Table-top phone conference unit
☐ PC and Several Notebook computers
Copiers are located around the EOC.
Printer and Faxes There are several fax and printer machines available on the Operations Floor. See the Schematics section for locations.
Hurricane Hotline
☐ The Hurricane Hotline is located on the 2nd floor of the EOC to the far right off the 2nd floor elevator. This area is restricted to personnel working the hotline. The Hurricane Hotline will communicate the most current information electronically through WebEOC.

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Third Floor- Support Floor
The third floor of the Emergency Operations Center contains the Offices of the Emergency Management Division which are restricted.
In each of the restrooms on the third floor are showers. Individuals should have their own personal hygiene supplies and towels. Lockers are available in the Men's and Women's shower rooms. Lockers are
limited and are on a first come basis. Locks must be furnished by the user and will be removed within one week after de-activation.
Community Hall/Cafeteria
Room 326, the Community Hall, is the cafeteria for the personnel housed at the EOC. A schedule of the meal times will be posted around the EOC at times of EOC activation.
Sleeping Areas
Room 332 B - During times of activation, Room 332 B is designated a 24 hour dormitory for activated personnel and the media only. All EOC Personnel should be prepared to stay at least 72 hours. Cots and floor mats are available. It is suggested that each individual supply their own sheets, blankets and pillows. None are available for issue. Since there may be as many as 3 shifts needed during a 24-hour Operational
Period, each cot or floor mat will have multiple users. Therefore, after use, each cot or floor mat should be stripped so that the next shift can use the equipment. The dormitory rooms are not gender designated and occupants are asked to dress appropriately.
Exits
Exits are located at the east and west ends of the building and in the center across from the bathrooms. Exits lead to the first floor. For safety and security reasons the exit doors lock automatically and should not
be propped open. If possible, all EOC staff, media and dependents should use the Johnson Control card at
either the main Lobby or the Center EOC Stairwell to re-enter the building. Media personnel can re-enter using the stairs on the east side of the building after they have been initially checked in. Each media organization will be issued one electronic pass-card that can be used for this purpose.