

January 29, 2019

During two (2) Emergency Operation Center (EOC) activations in July 2018, it was noted enhancements were necessary to improve the EOC’s ease of use, reliability and functionality. The list below is not all inclusive but identifies the EOC improvements made to date. Additional EOC improvements will be scheduled and completed in CY’19.

Project Name/ Description	Project Start Date	Completion Date	Project Progress/Milestones	Status/Notes
EOC personnel activation list.	8/2/2018	9/18/2018	Reviewed EOC personnel with respective D/S contacts and update/add cell phone numbers	<i>Completed</i> - EOC activation call list updated with appropriate personnel as identified by D/S Management from the <i>Directorate; ESH&Q; FESS; Finance; Procurement, FSO</i> and the new additions from WDRS/HR.
EOC personnel activation list.	06/2018	FY’19	Added members of the Fermilab EOC to be assigned necessary ICS100 and ICS700 online training.	Information provided to new EOC members and those to be assigned, their respective ICS100&700 online training instructions.
Improvements to decrease/diminish EOC noise levels.	9/10/2018	9/11/2018	Evaluation completed by computing network. Service Desk ticket entered	<i>Completed</i> – Computing network replaced the computer rack and fan in the North-West EOC closet. Door can remain closed thus reducing noise levels.

	9/10/2018	10/19/2018	Evaluation completed by FESS Engineering to install exhaust fan in EOC North-East transformer closet.	FESS submitted a fixed price bid package to Procurement. Work to be initiated in Q1 FY19 and completed in CY2019.
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Enhancement in the EOC to improve its ease of use, reliability and functionality – Zoom conferencing/communication.	9/6/2018	12/1/2018	Met with ZOOM SME group Sheila Cisco, Farha Bhimji, Scott Wilson to discuss Full-Zoom capability in the EOC. Zoom Room computer and iPad (for control) and AV cabinet with DSP, ceiling speakers and ceiling microphones.	ServiceDesk ticket entered to initiate purchase and computing work orders. Installation of speaker and microphones anchor brackets to be done by ECS. The logistical work, order requests have been completed. Zoom installation will be completed in CY2019.
EOC Activation Flowchart	9/24/2019	9/27/2018	Flowchart updated to include the notification of FRA.	Flowchart updated and included in EOC training.
External EOC visits to assess if improvements in Fermilab's EOC may improve its ease of use, reliability and functionality.	10/24/2018	10/24/2018	Visited EOC at Northern Illinois University (NIU).	NIU EOC has similar use and layout as Fermilab. Their EOC is not in a "ready" state and requires someone to set it up when needed – computers, phones...
	CY '19	CY '19	Visits to DuPage County EOC and Delnor Hospital EOC	Two EOC visits will be completed in CY19.