OSOCC in a BOX

Here are key visuals to be printed in your office/OSOCC

* Adjust as per your needs -

TIME

GENEVA: UTC…………

NEW YORK: UTC…………

LOCATION: UTC…………

LOCATIONS GPS DDD.DDDD / WGS84

LAT / LONG ADDRESS / CONTACT

|  |  |  |
| --- | --- | --- |
| RDC |  |  |
| OSOCC |  |  |
| LEMA |  |  |
| FUEL |  |  |
| GAS |  |  |
| LUMBER |  |  |
| HOSPITAL |  |  |
| BOO |  |  |

EMERGENCY EVACUATION PLAN OFFICE/HOTEL

LAYOUT/GEO SITUATION PLAN

EMERGENCY ASSEMBLY POINT

CONTACT DETAILS TEAM MEMBERS

|  |  |  |
| --- | --- | --- |
| POSITION | NAME | MOBILE |
|  |  |  |
|  |  |  |
|  |  |  |
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SAFETY AND SECURITY – IN / OUT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Destination | In | Out | Status |
|  |  |  |  |  |

LOGISTICS / INCOMING

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Origin | ETA | Where | Actions |
|  |  |  |  |  |

CRITICAL ITEMS TO DO

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Designated to | Due | Comments |
|  |  |  |  |

ACTIVITIES TIMETABLE

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity | Designated to |
|  |  |  |  |

STAFFING / ROSTERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Contact | Pos | Break | Shift Time |
|  |  |  |  |  |

INCOMING TEAMS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Country | Team | CL | Size | Contact Name and Number / Email | Comment |
|  |  |  |  |  |  |

**USAR Teams Only - CL** = Classified and Type / YH = Yes and Heavy / YM = Yes and Medium / N = Not Classified – **Size** = staff numbers and Canines

INCOMING HUMANITARIAN SUPPORT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency | Team Size | Aid | Contact Name and Number / Email | Comment |
|  |  |  |  |  |

COMMUNICATIONS PLAN



OSOCC MEETING SCHEDULE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
| 0500 |  |  |  |  |  |  |  |
| 0600 |  |  |  |  |  |  |  |
| 0700 |  |  |  |  |  |  |  |
| 0800 |  |  |  |  |  |  |  |
| 0900 |  |  |  |  |  |  |  |
| 1000 |  |  |  |  |  |  |  |
| 1100 |  |  |  |  |  |  |  |
| 1200 |  |  |  |  |  |  |  |
| 1300 |  |  |  |  |  |  |  |
| 1400 |  |  |  |  |  |  |  |
| 1500 |  |  |  |  |  |  |  |
| 1600 |  |  |  |  |  |  |  |
| 1700 |  |  |  |  |  |  |  |
| 1800 |  |  |  |  |  |  |  |
| 1900 |  |  |  |  |  |  |  |
| 2000 |  |  |  |  |  |  |  |
| 2100 |  |  |  |  |  |  |  |
| 2200 |  |  |  |  |  |  |  |
| 2300 |  |  |  |  |  |  |  |

OSOCC CONTACT LIST (Confidential)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Agency | Contact | Email |
|  |  |  |  |
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AS OF …………………. (DTG)

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| --- | --- | --- | --- |
| POPULATION DATA | LOCATION/ PROV/REGION | NUMBERS | TOTAL |
| AFFECTED POPULATION | A  B  C | X  Y  Z | ∑1 |
| DEAD | A  B  C | X  Y  Z | ∑2 |
| INJURED | A  B  C | X  Y  Z | ∑3 |
| MISSING | A  B  C | X  Y  Z | ∑4 |

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SITREP

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RECEPTION DEPARTURE CENTRE (RDC)

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ON-SITE OPERATIONS COORDINATION CENTRE (OSOCC)

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OSOCC MANAGER

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OSOCC LIAISON OFFICER

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OSOCC SAFETY AND SECURITY OFFICER

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OSOCC SITUATION FUNCTION

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OSOCC INFORMATION MANAGEMENT CELL

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OSOCC ASSESSMENT CELL

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OSOCC OPERATIONS FUNCTION

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OSOCC SUPPORT FUNCTION

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OSOCC LOGISTICS COORDINATION CELL

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OSOCC USAR COORDINATION CELL (UCC)

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OSOCC FMT COORDINATION CELL