

Name: _____



EOC 101 Online Exam

1. Who decides when to "activate" the EOC?
 - a. The Incident Commander (IC)
 - b. It is a joint decision involving the Incident Commander, OEM, Sheriff, and the Board of County Commissioners
 - c. The Incident Commander and the Sheriff

Answer: ____

2. When activated, the EOC receives policy guidance from the
 - a. BOCC
 - b. Sheriff
 - c. IOEM
 - d. IC
 - e. "a" and "b"
 - f. "b" and "c"

Answer: ____

3. Serving in an "EOC Activation" means
 - a. Anytime I volunteer with OEM
 - b. The EOC is officially activated, I am asked to come into the EOC, and I do so
 - c. Anytime I receive an Alert! Kootenai text
 - d. "b" above, *plus* working at least one 8 hour shift in the EOC

Answer: ____

4. "Alert! Kootenai" is
 - a. The County's Emergency Preparedness Plan
 - b. The name of the OEM Volunteer Newsletter
 - c. A local notification service to alert County residents of potential safety issues
 - d. The service OEM uses to contact volunteers regarding their availability to come into the EOC when it is activated
 - e. "c" and "d"

Answer: ____

5. If the EOC is activated, I should
- Report to the EOC as soon as possible
 - Report to the EOC only if contacted to do so
 - Obtain my employer's approval first, then report to the EOC

Answer: ____

6. You just received an **Alert! Kootenai** text asking if you are available to come into the EOC for an activation. You are out of town on vacation. Even though you can't come into the EOC, you should respond to the alert.
- True
 - False

Answer: ____

7. As an OEM volunteer, I can expect to be called to serve in an activated EOC
- Once a year
 - During spring flooding
 - Once a quarter
 - Unknown

Answer: ____

8. Volunteers can get the most "play" (opportunities to volunteer) if
- They attend every training offered
 - They are willing to fill any position, do any task, at any time
 - They live close to the EOC
 - They have basic computer and Microsoft Office skills
 - Are available 2 or more days in a week
 - "b" "d" and "e"

Answer: ____

9. The best way to be prepared for an EOC activation is
- Take IS 100, 200 and EOC 101 in the first 6 months of becoming a volunteer
 - Attend OEM in-house trainings and County exercises
 - Attend the new volunteer orientation
 - Stay connected – keep up with OEM emails and participate in OEM activities
 - All of the above

Answer: ____

10. The EOC SOP is the best place to find the following:
- a. Where to save and name documents in the EOC
 - b. Instructions for using the EOC phones and looking up extensions
 - c. Instructions for logging into Gmail
 - d. Instructions for how to logon to the EOC laptops
 - e. Information on how to set up the EOC
 - f. All of the above

Answer: ____

11. The first thing to do when reporting to an activated EOC for a shift is to
- a. Check in with the EOC Coordinator
 - b. Get a cup of coffee
 - c. Sign in on the Check IN/OUT log
 - d. Log into the EOC Laptop

Answer: ____

12. After I Check IN on the log, I should do the following the first time I come to the EOC:
- a. Report to my Section Chief
 - b. Get coffee
 - c. Log onto the laptop
 - d. Check in with the EOC Coordinator

Answer: ____

13. The County has TWO EOC's. I should always report to which of the options below (unless instructed otherwise):
- a. EOC at the Sheriff's Office
 - b. EOC on Wyoming Ave (at OEM's offices)

Answer: ____

14. When filling out the Staff Log, which of the choices, below, does NOT apply:
- a. Document everything of significance that I do in that position
 - b. Note any "open" tasks that need to be followed up on the next shift
 - c. Start a new series of entries for each new shift
 - d. Bring the Staff Log with me if I change positions.

Answer: ____

15. Personal laptops

- a. Are not allowed in the EOC
- b. Are allowed but only if cleared with the EOC Coordinator beforehand
- c. Should never be used for EOC work product
- d. Are allowed for personal use but cannot be used for EOC work unless cleared with the EOC Coordinator

Answer: ____

16. The user name format for "James Tiberias Kirk" to log into the EOC laptop is (unless he also works for Kootenai County, in which case he uses his County login):

- a. jkirk
- b. JTKirk
- c. Jkirk
- d. JKirk

Answer: ____

17. When creating a document, I should

- a. Print a hard copy and put it in the Document INbox
- b. Save the document on the computer's "desktop"
- c. Save the document in the correct Section directory and any applicable subdirectory
- d. Delete the document because I've already printed a hard copy
- e. "a" and "c" and refer to the EOC SOP for saving and naming conventions

Answer: ____

18. The EOC uses the following email service:

- a. Yahoo
- b. Frontier
- c. Gmail
- d. Kootenai County

Answer: ____

19. I can find instructions on how to log into my Section's email account by

- a. Checking with my Section Chief
- b. Asking the EOC Coordinator
- c. Searching the EOC directory
- d. Referring to the EOC SOP

Answer: ____

20. You just received an email related to the incident but it went to your work or personal email address.
- Print it and put a copy of it in the Document INbox
 - Print it and put a copy in the Document INbox only if it is important
 - Forward it to your gmail address in the EOC
 - Print it and give it to your Section Chief
 - "b" and "c"

Answer: ____

21. While working in the EOC I receive a significant cell phone text related to the incident we are handling. I should
- Create a WORD document that includes the date and all significant info from the text, and save it to the appropriate EOC directory
 - Note it and delete it off my phone right away
 - Show it to my supervisor and then delete it
 - Not accept any texts related to the incident

Answer: ____

22. The *last two things* to do when leaving the EOC for the day is to
- Let the EOC Coordinator know I'm leaving
 - "Restart" your EOC laptop
 - Sign out on the Check IN/OUT log
 - Log off the EOC laptop and shutdown

Answer: ____ and ____

23. The structure of the EOC
- Follows the Incident Command System (ICS)
 - Is based on "best practices" of EOCs around the nation
 - Was created by OEM
 - Follows military protocols

Answer: ____

24. The Kootenai County EOC is staffed by
- OEM
 - County employees
 - County Partners such as Law Enforcement, Fire, Utility Companies
 - Citizen Volunteers from many walks of life
 - All of the above

Answer: ____

25. The EOC has been activated and I have been asked to report and serve as the "Message Coordinator". I can find information on what that position entails by looking
- a. Online at OEM's website under "EOC Positions"
 - b. In the EOC directory under "EOC Positions & Job Aids"
 - c. In the EOC at my station when I report in
 - d. "a" and "b" above

Answer: ____