



FEMA

Lessons Learned  
Information Sharing  
[LLIS.gov](http://LLIS.gov)

Sharing Information  
Enhancing Preparedness  
Strengthening Homeland Security

---

## LESSON LEARNED

---

### Emergency Operations Centers: Developing “Go Kits” for Functional Groups

#### SUMMARY

Emergency managers should consider developing “Go Kits” for each functional group operating at their emergency operations centers (EOC). Each Go Kit can contain computers, job aids, extension cords, checklists, reference guides, and other resources to support each group during activations.

#### DESCRIPTION

The New York State Office of Homeland Security, New York State Emergency Management Office, and New York State Department of Health (NYS DOH) sponsored the Empire Express Hurricane Functional Exercise (FE) from May 30 to June 4, 2008. The exercise scenario involved a Category 2 hurricane that made landfall in New York City and impacted 3 nearby counties. This hurricane created a massive amount of debris, which posed significant public health risks to residents, and required extensive rescue operations. The New York State EOC coordinated response efforts with NYS DOH, regional health operations centers, and Nassau, Suffolk, and Westchester counties. Six federal, fifty-four state, forty-nine local, and twenty private sector entities participated in the FE. The FE tested the ability of EOCs to coordinate a state-wide response to the hurricane.

The New York State EOC employed a variety of functional groups during the FE, such as an emergency services group and a food group. Each group had a designated work area within the EOC to conduct its activities. However, many functional groups lacked key resources and supplies at their work areas, such as activation checklists, job aids, computers, projectors, power strips, and extension cords. For example, the emergency services group only had access to a telephone in its work space and did not have a computer or other technological resources. The law enforcement and security group did not receive a computer and relied on a personal laptop throughout the FE. Computers in other work areas either lacked the necessary software or required software updates before they could be used. This hindered the ability of some groups to participate in required EOC operations and activities during the FE.

*The Empire Express Hurricane Functional Exercise (FE) After Action Report (AAR)* recommends that emergency managers develop Go Kits for each functional group in their EOCs. The AAR suggests that Go Kits contain computers, job aids, extension cords, activation checklists, and quick-reference guides for information management systems. These key resources will support the functional groups when they are mobilized.

Emergency managers should consider developing Go Kits for each functional group operating at their EOCs. Each Go Kit can contain computers, job aids, extension cords, checklists, reference guides, and other resources to support each group during activations.

**CITATION**

Federal Emergency Management Agency. *Empire Express Hurricane Functional Exercise (FE) After Action Report (AAR)*. 12 Nov 2009.

<https://www.llis.dhs.gov/docdetails/details.do?contentID=41330>

**DISCLAIMER**

*Lessons Learned Information Sharing (LLIS.gov)* is the US Department of Homeland Security/Federal Emergency Management Agency's national online network of lessons learned, best practices, and innovative ideas for the emergency response and homeland security communities. The Web site and its contents are provided for informational purposes only, without warranty or guarantee of any kind, and do not represent the official positions of the US Department of Homeland Security. For more information on *LLIS.gov*, please email [feedback@llis.dhs.gov](mailto:feedback@llis.dhs.gov) or visit [www.llis.gov](http://www.llis.gov).