

Attachment A

EOC POSITION CHECKLISTS

August 6, 2019

Policy Group

PRIMARY LEAD: President/Superintendent

ALTERNATE LEAD: Assistant Superintendent/Vice President, Finance & Administrative Services

REPORTS TO: Governing Board

ADVISORY TO: EOC Management Section

OVERVIEW OF ROLE:

The Policy Group will be led by the **President/Superintendent** with other members including:

Assistant Superintendent/Vice President - Finance & Administrative Services

Assistant Superintendent/Vice President - Instruction Services

Assistant Superintendent/Vice President - Student Services

Assistant Superintendent/Vice President - Human Resources

Communications, Marketing & Public Affairs - Director

Serving initially as a crisis management team at the onset of an incident, the Policy Group will serve as the interface between the campus-level Emergency Response Team until the Emergency Operations Center is activated. Once the EOC is activated, the Policy Group will convene as necessary in an advisory capacity to the Management Section in considering high-level policy issues confronting the District. Examples of Policy Group high-level policies could include: administrative policy decisions relating to campus closures and reopening schedules; fiscal authorizations; disaster declarations; strategic prioritization; high-level conflict resolution; and strategic policy and direction for recovery and resumption of normal operations.

POLICY GROUP
BASIC RESPONSIBILITIES

- OBTAIN AN ASSESSMENT OF THE SITUATION FROM EMERGENCY RESPONSE TEAM INCIDENT COMMANDER.
- DECIDE WHETHER OR NOT TO ACTIVATE THE EMERGENCY OPERATIONS CENTER
 - INITIATE NOTIFICATION TO ACTIVATE POSITIONS IN THE EMERGENCY OPERATIONS CENTER
- KEEP THE DISTRICT BOARD ADVISED OF THE SITUATION AND PROGRESS.
- CHOOSE A FACILITATOR TO MODERATE THE PROCEEDINGS.
- IF THE SUPERINTENDANT/PRESIDENT IS NOT PRESENT OR UNAVAILABLE, APPOINT ANOTHER POLICY GROUP MEMBER TO LEAD AND ALSO SERVE AS THE EOC DIRECTOR.
- REVIEW MULTIPLE SOURCES FOR INFORMATION, INCLUDING THE PUBLIC INFORMATION OFFICER, EOC REPORTS, AND THE MEDIA.
- MEET WITH OTHER POLICY GROUP MEMBERS TO REVIEW AVAILABLE INFORMATION ABOUT THE SITUATION.
- EVALUATE THE INSTITUTIONAL EFFECTS OF THE EMERGENCY ON THE CAMPUS AND DISTRICT.
- WORK WITH EOC DIRECTOR TO FLAG “HIGH-LEVEL POLICY” ISSUES.
- PROVIDE CONTINUING OVERSIGHT FOR THE EOC “ACTION PLAN,” DEVELOPED EVERY 2-4 HRS.
- AMEND EMERGENCY GOALS AND RESPONSE PRIORITIES IF APPROPRIATE.
- IF NECESSARY, AUTHORIZE A TEMPORARY SUSPENSION OF CLASSES, CAMPUS EVACUATION OR CLOSURE.
- REVIEW THE CONTENT OF INTERNAL AND EXTERNAL PUBLIC INFORMATION BULLETINS AND ANNOUNCEMENTS.
- WORK WITH PUBLIC INFORMATION OFFICER TO SELECT APPROPRIATE DISTRICT SPOKESPERSONS FOR MEDIA REPORTS.
- PROVIDE OVERSIGHT FOR FAMILY NOTIFICATIONS OF CASUALTIES.
- FRAME EMERGENCY-SPECIFIC POLICIES AS NEEDED (EMERGENCY PERSONNEL POLICIES, SPECIAL FINANCIAL ASSISTANCE FOR EMPLOYEES OR STUDENTS, TEMPORARY SUPPORT SERVICES SUCH AS CHILDCARE, ETC.).
- DETERMINE DISTRICT PRIORITIES FOR THE RECOVERY OF MISSION CRITICAL TEACHING AND RESEARCH PROGRAMS.
- GUIDE THE RESUMPTION OR RELOCATION OF DISTRICT ACTIVITIES.
- INTERFACE WITH EXTERNAL AGENCIES AND THE COMMUNITY.
- ADDRESS LEGAL ISSUES ASSOCIATED WITH THE EMERGENCY.
- ASSIST WITH IDENTIFYING AND LOCATING SUBJECT MATTER EXPERTS (SME) AS NEEDED BY THE EOC DIRECTOR.

- ❑ VOTE TO APPROVE LOCAL DISASTER DECLARATION NO LATER THAN 7 DAYS AFTER SUPERINTENDENT/PRESIDENT ISSUES THE DECLARATION.
- ❑ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ❑ ASSIGN A DUE DATE FOR THE SUBMISSION OF THE AFTER-ACTION REPORT (to be completed by the Planning & Intelligence Section Chief)

EOC DIRECTOR

PRIMARY: President/Superintendent

ALTERNATE: Assistant Superintendent/Vice President, Finance & Administrative Services

REPORTS TO: Policy Group

OVERVIEW OF ROLE:

The EOC Director is responsible for ensuring that the emergency is managed according to District policies and procedures and for overseeing the District EOC in management, coordination, and support of operations.

EOC DIRECTOR
BASIC RESPONSIBILITIES

- ❑ IN REPOSE TO A DIRECTIVE FROM THE POLICY GROUP, ACTIVATE THE EMERGENCY OPERATIONS CENTER
- ❑ ENSURE THAT EOC STAFF ARE NOTIFIED BY COLLEGE POLICE SERVICES
- ❑ OBTAIN AN ASSESSMENT OF THE SITUATION FROM EOC STAFF AND OTHER SOURCES (the Planning & Intelligence Section Chief should coordinate the “situational analysis”)
- ❑ PARTICIPATE IN DEVELOPMENT OF AN “ACTION PLAN” (the Planning & Intelligence Section Chief should coordinate the process). THE ACTION PLAN SHOULD OUTLINE:
 - OBJECTIVES
 - STRATEGIES
 - ASSIGNMENTS
 - LOGISTICAL NEEDS
- ❑ ENSURE THAT THE OPERATIONS SECTION CHIEF IMPLEMENTS THE ACTION PLAN
- ❑ ENSURE THAT THE PLANNING & INTELLIGENCE SECTION CONTINUES TO MONITOR AND ANALYZE THE SITUATION AND UPDATES THE ACTION PLAN AS NEEDED
- ❑ ENSURE THAT THE LOGISTICS SECTION CHIEF IS EFFECTIVELY MANAGING RESOURCES
- ❑ ENSURE THAT THE PLANNING AND INTELLIGENCE SECTION CHIEF DEVELOPS A DEMOBILIZATION AND RECOVERY PLAN
- ❑ ENSURE THAT THE EOC FUNCTIONS EFFICIENTLY AND THAT ALL PERSONNEL ARE CARRYING OUT THEIR ASSIGNMENTS PROPERLY
- ❑ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ❑ ASSIGN A DUE DATE FOR THE SUBMISSION OF THE AFTER-ACTION REPORT (to be completed by the Planning & Intelligence Section Chief)

EOC COORDINATOR

PRIMARY: Office of Environmental Health & Safety/ Risk Management

ALTERNATE: Dispatch Records Coordinator, College Police

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The EOC Coordinator is responsible for ensuring that the Emergency Operations Center is staffed and equipped to respond effectively to major emergencies and disasters. The EOC Coordinator is typically the person who has the overall best knowledge of the functioning of the EOC. This position also serves as the primary point of contact for all incoming agency representatives assigned to the EOC.

EOC COORDINATOR BASIC RESPONSIBILITIES

- ❑ ASSIST THE EOC DIRECTOR IN DEVELOPING OVERALL STRATEGIC OBJECTIVES AS WELL AS SECTION OBJECTIVES FOR THE ACTION PLAN.
- ❑ ADVISE THE EOC DIRECTOR ON PROPER PROCEDURES FOR ENACTING EMERGENCY PROCLAMATIONS, EMERGENCY ORDINANCES AND RESOLUTIONS, AND OTHER LEGAL REQUIREMENTS.
- ❑ ASSIST THE PLANNING & INTELLIGENCE SECTION IN THE DEVELOPMENT, CONTINUOUS UPDATING, AND EXECUTION OF THE EOC ACTION PLAN.
- ❑ PROVIDE OVERALL PROCEDURAL GUIDANCE TO EOC STAFF AS REQUIRED.
- ❑ PROVIDE GENERAL ADVICE AND GUIDANCE TO THE EOC DIRECTOR AS REQUIRED.
- ❑ ENSURE THAT ALL NOTIFICATIONS ARE MADE TO THE OPERATIONAL AREA EOC.
- ❑ ENSURE THAT ALL COMMUNICATIONS WITH APPROPRIATE EMERGENCY RESPONSE AGENCIES IS ESTABLISHED AND MAINTAINED.
- ❑ ASSIST THE EOC DIRECTOR IN PREPARING FOR AND CONDUCTING BRIEFINGS WITH MANAGEMENT STAFF, THE AGENCY OR JURISDICTION POLICY GROUPS, THE MEDIA, AND THE GENERAL PUBLIC.
- ❑ COORDINATE ALL EOC VISITS.
- ❑ PROVIDE ASSISTANCE WITH SHIFT CHANGE ACTIVITY AS REQUIRED.

SAFETY OFFICER

PRIMARY: Office of Environmental Health & Safety/ Risk Management

ALTERNATE: Staff Assistant, Facilities

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.

SAFETY OFFICER BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- MONITOR DRILLS, EXERCISES, AND EMERGENCY RESPONSE ACTIVITIES FOR SAFETY.
- IDENTIFY AND MITIGATE SAFETY HAZARDS AND SITUATIONS.
- STOP OR MODIFY ALL UNSAFE OPERATIONS.
- THINK AHEAD AND ANTICIPATE SITUATIONS AND PROBLEMS BEFORE THEY OCCUR.
- ANTICIPATE SITUATION CHANGES, SUCH AS SEVERE AFTERSHOCKS, IN ALL PLANNING.
- KEEP THE EOC DIRECTOR ADVISED OF YOUR STATUS AND ACTIVITY AND ON ANY PROBLEM AREAS THAT NOW NEED OR WILL REQUIRE SOLUTIONS.
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED.

SECURITY OFFICER

PRIMARY: College Police

ALTERNATE: College Police

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

Provide twenty-four hour a day security for EOC facilities. Control personnel access to facilities in accordance with policies established by the EOC Director. Responsible for security of personnel access.

SECURITY OFFICER BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- DETERMINE CURRENT SECURITY REQUIREMENTS AND ESTABLISH STAFFING AS NEEDED.
- DETERMINE NEEDS FOR SPECIAL COMMUNICATIONS. MAKE NEEDS KNOWN TO THE COMMUNICATIONS BRANCH OF THE LOGISTICS SECTION.
- COMPLETE A RADIO OR COMMUNICATIONS CHECK WITH ALL ON-DUTY SECURITY PERSONNEL AS APPROPRIATE.
- ESTABLISH OR RELOCATE SECURITY POSITIONS AS DICTATED BY THE SITUATION.
- DETERMINE NEEDS FOR SPECIAL ACCESS FACILITIES. CONSIDER NEED FOR VEHICLE TRAFFIC CONTROL PLAN. DEVELOP IF REQUIRED.
- ASSIST IN ANY EOC EVACUATION.
- ASSIST IN SEALING OFF ANY DANGER AREAS. PROVIDE ACCESS CONTROL AS REQUIRED.
- AS REQUESTED, PROVIDE SECURITY FOR ANY EOC CRITICAL FACILITIES, SUPPLIES OR MATERIALS.
- PROVIDE EXECUTIVE SECURITY AS APPROPRIATE OR REQUIRED.
- PROVIDE SECURITY INPUT AND RECOMMENDATIONS AS APPROPRIATE TO CONDITIONS TO EOC DIRECTOR.
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

LIAISON OFFICER

PRIMARY: Executive Assistant, President's Office

ALTERNATE: Administrative Assistant, President's Office

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

LIAISON OFFICER BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- BRIEF AGENCY REPRESENTATIVES ON CURRENT SITUATION, PRIORITIES AND INCIDENT ACTION PLAN.
- ENSURE COORDINATION OF EFFORTS BY KEEPING IC INFORMED OF AGENCIES' ACTION PLANS.
- PROVIDE PERIODIC UPDATE BRIEFINGS TO AGENCY REPRESENTATIVES AS NECESSARY.
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ASSIST THE EOC DIRECTOR IN DEVELOPING OVERALL STRATEGIC OBJECTIVES AS WELL AS SECTION OBJECTIVES FOR THE ACTION PLAN.
- ADVISE THE EOC DIRECTOR ON PROPER PROCEDURES FOR REQUESTING AGENCY REPRESENTATION IN THE EOC.
- ASSIST THE PLANNING & INTELLIGENCE SECTION IN THE DEVELOPMENT, CONTINUOUS UPDATING, AND EXECUTION OF THE EOC ACTION PLAN.
- PROVIDE OVERALL PROCEDURAL GUIDANCE TO OUTSIDE AGENCIES PARTICIPATING IN THE EOC.
- PROVIDE GENERAL ADVICE AND GUIDANCE TO THE EOC DIRECTOR AS REQUIRED.
- ENSURE THAT ALL NOTIFICATIONS ARE MADE TO THE OPERATIONAL AREA EOC.
- ASSIST THE EOC DIRECTOR IN PREPARING FOR AND CONDUCTING BRIEFINGS WITH MANAGEMENT STAFF, THE AGENCY OR JURISDICTION POLICY GROUPS, THE MEDIA, AND THE GENERAL PUBLIC.
- COORDINATE ALL EOC VISITS.
- ASSIST THE FIELD WITH COORDINATING VISITS TO THE FIELD BY VIPS.

EOC PUBLIC INFORMATION OFFICER

PRIMARY: Director, Communications, Marketing & Public Affairs

ALTERNATE: Photographer/Communications Specialist,
Communications, Marketing & Public Affairs

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The EOC Public Information Officer is responsible for monitoring media reports, rumor control, arranging for media interviews / conferences, and developing media releases.

EOC PUBLIC INFORMATION OFFICER BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- DETERMINE THE SCOPE OF MEDIA ACTIVITY RELATED TO THE EMERGENCY
- DEVELOP A MEDIA COORDINATION PLAN AND REVIEW IT WITH THE EOC DIRECTOR
- ASSIGN ADDITIONAL INFORMATION OFFICERS TO FIELD ASSIGNMENTS AS NEEDED
- IF NEEDED, ARRANGE FOR MEDIA INTERVIEWS / CONFERENCES AS AUTHORIZED BY THE EOC DIRECTOR
- PREPARE MEDIA RELEASES AND OBTAIN THE EOC DIRECTOR'S APPROVAL PRIOR TO RELEASE
- MONITOR MEDIA REPORTS AND BRIEF THE EOC DIRECTOR REGARDING INFORMATION, ERRORS, RUMORS, ETC.
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC OPERATIONS SECTION CHIEF

PRIMARY: Dean, Career, Technical & Extended Education

ALTERNATE: Co-Manager, Escondido Center/Evening Administrator

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The EOC Operations Section Chief is responsible for carrying out the EOC Action Plan. This includes coordination with field staff and public safety agencies. Notifies the Planning & Intelligence Section of situational changes or developments and advises the Logistics Section of resource needs and status.

EOC OPERATIONS SECTION CHIEF
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ESTABLISH COMMUNICATIONS WITH THE ON-SCENE INCIDENT COMMANDER(S) OR KEY FACILITY/SCHOOL MANAGERS / PRINCIPALS
- ADVISE THE PLANNING & INTELLIGENCE SECTION CHIEF OF ANY SITUATION ANALYSIS INFORMATION
- PARTICIPATE IN THE DEVELOPMENT OF THE EOC ACTION PLAN
- IMPLEMENT THE EOC ACTION PLAN
- ADVISE THE LOGISTICS SECTION OF ANY RESOURCE NEEDS
- KEEP THE LOGISTICS SECTION ADVISED OF THE STATUS OF RESOURCES
- CONTINUE TO BRIEF THE EOC DIRECTOR AND PLANNING & INTELLIGENCE SECTION CHIEF OF THE STATUS OF OPERATIONS
- ENSURE THAT ALL OBJECTIVES OF THE EOC ACTION PLAN ARE PROPERLY CARRIED OUT. ADVISE THE EOC DIRECTOR OF ANY OPERATIONAL PROBLEMS / NEEDS
- DEVELOP AN "AFTE-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC LAW ENFORCEMENT UNIT

PRIMARY: Chief of Police, College Police

ALTERNATE: Police Officer, College Police

REPORTS TO: EOC Operations Section Chief

OVERVIEW OF ROLE:

The EOC Law Enforcement Unit is responsible for overseeing law enforcement functions during the emergency. This includes ensuring that adequate law enforcement resources are assigned while maintaining College Police services in the unaffected areas.

EOC LAW ENFORCEMENT UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC OPERATIONS SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- DETERMINE THE RESPONSIBILITIES OF POLICE SERVICES AS IT RELATES TO THE EOC ACTION PLAN AND THE FIELD RESPONSE UNITS
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC CONSTRUCTION & ENGINEERING UNIT

PRIMARY: Director, Facilities

ALTERNATE: VACANT

REPORTS TO: EOC Operations Section Chief

OVERVIEW OF ROLE:

The Construction & Engineering Unit coordinates all infrastructure related activities during an emergency. Also includes coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

EOC CONSTRUCTION & ENGINEERING UNIT

BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE OPERATIONS SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ESTABLISH AND MAINTAIN A POSITION LOG AND OTHER NECESSARY FILES.
- COMPILE A COMPLETE ACCOUNTING OF ALL COSTS ASSOCIATED WITH THE EMERGENCY
- KEEP THE FINANCE & ADMIN SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ENSURE THAT DAMAGE AND SAFETY ASSESSMENTS ARE BEING CARRIED OUT FOR BOTH PUBLIC AND PRIVATE FACILITIES.
- REQUEST MUTUAL AID AS REQUIRED THROUGH THE OPERATIONAL AREA PUBLIC WORKS MUTUAL AID COORDINATOR.
- DETERMINE AND DOCUMENT THE STATUS OF TRANSPORTATION ROUTES INTO AND WITHIN AFFECTED AREAS.
- COORDINATE DEBRIS REMOVAL SERVICES AS REQUIRED.
- PROVIDE THE OPERATIONS SECTION CHIEF AND THE PLANNING & INTELLIGENCE SECTION WITH AN OVERALL SUMMARY OF CONSTRUCTION & ENGINEERING UNIT ACTIVITIES PERIODICALLY DURING THE OPERATIONAL PERIOD OR AS REQUESTED.
- ENSURE THAT ALL UTILITIES AND CONSTRUCTION & ENGINEERING STATUS REPORTS, AS WELL AS THE INITIAL DAMAGE ESTIMATION ARE COMPLETED AND MAINTAINED.
- REFER ALL CONTACTS WITH THE MEDIA TO THE PUBLIC INFORMATION OFFICER.
- ENSURE THAT ALL FISCAL AND ADMINISTRATIVE REQUIREMENTS ARE COORDINATED THROUGH THE FINANCE & ADMINISTRATION SECTION (DAILY TIME SHEETS AND NOTIFICATION OF ANY EMERGENCY EXPENDITURES).
- PREPARE OBJECTIVES FOR THE CONSTRUCTION & ENGINEERING UNIT FOR THE SUBSEQUENT OPERATIONS PERIOD; PROVIDE THEM TO THE OPERATIONS SECTION CHIEF PRIOR TO THE END OF THE SHIFT AND THE NEXT ACTION PLANNING MEETING.

EOC HEALTH & WELFARE UNIT

PRIMARY: Director, Health Services

ALTERNATE: Dean, Counseling Services

REPORTS TO: EOC Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

The EOC Health & Welfare Unit is responsible for coordinating the needs of mass care activities during the emergency. This can include but is not limited to providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health. The Unit will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid or other programs.

EOC HEALTH & WELFARE UNIT

BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DIRECTOR
- OBTAIN A BRIEFING FROM THE EOC PLANNING & INTELLIGENCE SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ENSURE THAT ALL POTABLE WATER SUPPLIES REMAIN SAFE, AND FREE FROM CONTAMINATES.
- ENSURE THAT SANITATION SYSTEMS ARE OPERATING EFFECTIVELY AND NOT CONTAMINATING WATER SUPPLIES.
- ENSURE THAT A VECTOR CONTROL PLAN IS ESTABLISHED AND IMPLEMENTED FOR THE AFFECTED AREA(S).
- PROVIDE THE OPERATIONS SECTION CHIEF AND THE PLANNING & INTELLIGENCE SECTION WITH AN OVERALL SUMMARY OF HEALTH AND WELFARE ACTIVITIES PERIODICALLY DURING THE OPERATIONS PERIOD OR AS REQUESTED.
- COMPLETE AND MAINTAIN THE CARE & SHELTER STATUS REPORTS.
- ENSURE COORDINATION OF ALL MASS CARE ACTIVITIES OCCURS WITH THE AMERICAN RED CROSS AND OTHER VOLUNTEER AGENCIES AS REQUIRED.
- ENSURE THAT ANIMAL CONTROL MEASURES ARE IN EFFECT AND ANIMAL CARE AND SHELTERING IS APPROPRIATE FOR THE EMERGENCY.
- PROCESS MESSAGES, AS NEEDED.
- GATHER AND ORGANIZE MATERIALS FOR USE IN THE "AFTER-ACTION" REPORT. SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

PLANNING & INTELLIGENCE SECTION CHIEF

PRIMARY: Assistant Superintendent/Vice President, Student Services

ALTERNATE: Dean, Social & Behavioral Sciences

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The EOC Planning & Intelligence Section Chief is responsible for determine the scope of the emergency, potential developments, facilitating development of the EOC Action Plan, continuous monitoring of the operation, and ensure that critical information is posted in the EOC.

EOC PLANNING & INTELLIGENCE SECTION CHIEF BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ENSURE THAT THE "SITUATION ANALYSIS" AND THE "DOCUMENTATION UNIT" ARE STAFFED
- DEVELOP A SITUATION ANALYSIS OF THE EMERGENCY BASED ON THE INFORMATION UTILIZING EOC FORM #2 (SITE STATUS REPORT FORM). EOC FORM #4 IS THE DISPLAY BOARD TEMPLATE FOR POSTING THE OVERALL SITUATION.
- REVIEW THE SITUATIONAL ANALYSIS WITH THE EOC DIRECTOR AND PERSONNEL.
- FACILITATE THE DEVELOPMENT OF THE EOC ACTION PLAN USING EOC FORM #4.
- ENSURE THAT THE SITUATION ANALYSIS UNIT CONTINUES TO MONITOR THE SITUATION AND ADVISES OF ANY CHANGES OR UPDATES
- ENSURE THAT THE DOCUMENTATION UNIT IS POSTING CRITICAL INFORMATION ONTO THE STATUS BOARDS
- COLLECT AFTER-ACTION REPORTS FROM THE ASSIGNED EOC POSITION PERSONNEL AND DEVELOPS AN "AFTER-ACTION" REPORT SUBMITS THE AFTER-ACTION REPORT TO THE EOC DIRECTOR
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC SITUATION ANALYSIS UNIT

PRIMARY: Senior Director, Research & Planning

ALTERNATE: Director, Student Affairs

REPORTS TO: EOC Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

The EOC Situation Analysis Unit gathers situational information related to the emergency, identifies potential developments, identifies safety hazards to District staff, students, and responders, while monitoring changes in the situation and advises the Planning & Intelligence Section Chief.

EOC SITUATION ANALYSIS UNIT

BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC PLANNING & INTELLIGENCE SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- OBTAIN SITUATIONAL INFORMATION RELATED TO THE EMERGENCY. SOURCES MAY INCLUDE:
 - CONTACT WITH CAMPUS OR FACILITY STAFF ON SCENE OR INVOLVED
 - CONTACT WITH DISTRICT POLICE DISPATCH
 - CONTACT WITH PUBLIC SAFETY AGENCIES
- IDENTIFY POTENTIAL DEVELOPMENTS IN THE SITUATION – WHAT MIGHT OCCUR – CAN THIS SITUATION LEAD TO OTHER PROBLEMS THAT MAY NOT HAVE YET OCCURRED
- IDENTIFY SAFETY CONCERNS FOR DISTRICT STAFF, STUDENTS, AND RESPONDERS
- POST INFORMATION ON DISPLAY BOARDS
- CONFIRM ACCURACY OF INFORMATION PRIOR TO POSTING
- MAKE EVERY EFFORT TO ENSURE INFORMATION IS UP TO DATE
- COORDINATE WITH DOCUMENTATION UNIT PRIOR TO UPDATING DISPLAY BOARDS
- BRIEF THE PLANNING & INTELLIGENCE SECTION CHIEF
- CONTINUE TO MONITOR THE SITUATION AND KEEP THE PLANNING & INTELLIGENCE SECTION CHIEF ADVISED
- DEVELOP AN “AFTER-ACTION” REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC DOCUMENTATION UNIT

PRIMARY: Dean, Arts, Media, Business & Computing Systems

ALTERNATE: Dean, Languages & Literature

REPORTS TO: EOC Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

The EOC Documentation Unit manages the check-in and check-out process as well as maintaining the Master EOC Log. Also processes messages and maintains critical information, maps, and charts for the After-Action Report.

EOC DOCUMENTATION UNIT BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DIRECTOR
- OBTAIN A BRIEFING FROM THE EOC PLANNING & INTELLIGENCE SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE THE EOC MASTER LOG. MAKE AN ENTRY INDICATING THAT YOU (BY NAME) ARE ASSUMING THE ROLE OF DOCUMENTATION UNIT. IF A MASTER LOG HAS ALREADY BEEN STARTED THEN MAKE AN ENTRY THAT YOU ARE ASSUMING THE ROLE OF DOCUMENTATION UNIT AND CONTINUE TO UPDATE THE LOG
- MAKE ENTRIES INTO THE EOC MASTER LOG AT THE DIRECTION OF THE EOC DIRECTOR
- ENSURE THAT AS STAFF ARRIVE OR DEPART THAT THEIR IDENTIFYING INFORMATION IS ENTERED INTO THE LOG (NAME, POSITION, ARRIVAL TIME/DATE, DEPARTURE TIME/DATE)
- UPON COMPLETION OF THE OPERATION, CREATE A HARD-COPY OF THE MASTER EOC LOG AND AN ELECTRONIC RECORD (IF AVAILABLE) AND GIVE THEM TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- OVERSEE THE EOC EMAIL ACCOUNT.
- PROCESS MESSAGES, AS NEEDED.
- GATHER AND ORGANIZE MATERIALS FOR USE IN THE "AFTER-ACTION" REPORT. SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC TECHNICAL SPECIALIST

PRIMARY: Subject Matter Expert As Needed

ALTERNATE: Subject Matter Expert As Needed

REPORTS TO: Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency. The staffing of this position is often a subject matter or hazard-specific expert (i.e. seismologist for earthquake).

EOC TECHNICAL SPECIALIST
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- TAKE YOUR ASSIGNED POSITION IN THE EOC
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ACT AS A RESOURCE TO MEMBERS OF THE EOC STAFF IN MATTERS RELATIVE TO YOUR TECHNICAL SPECIALTY.
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC LOGISTICS SECTION CHIEF

PRIMARY: Assistant Superintendent/Vice President, Human Resources

ALTERNATE: Director, Information Services

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The EOC Logistics Section Chief is responsible for ensuring that the resource needs of the emergency operation are met. These include temporary facilities, transportation, materials, supplies/procurement/purchasing, food, personnel, and other services.

EOC LOGISTICS SECTION CHIEF
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM MANAGER
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- DETERMINE LOGISTICAL NEEDS FROM THE PLANNING & INTELLIGENCE / OPERATIONS SECTION CHIEFS. THESE NEEDS MAY INCLUDE:
 - PERSONNEL
 - MATERIALS
 - SUPPLIES
 - TRANSPORTATION
 - FACILITIES
 - FOOD AND LIQUIDS
- ENSURE THAT APPROPRIATE LOGISTICS SECTION UNITS ARE ACTIVATED AND STAFFED.
- COORDINATE PROCUREMENT WITH THE FINANCE SECTION CHIEF
- CONTINUE TO BRIEF THE EOC DIRECTOR, PLANNING & INTELLIGENCE SECTION CHIEF, AND OPERATIONS SECTION CHIEF AS TO THE STATUS OF RESOURCES
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC TRANSPORTATION UNIT

PRIMARY: Coordinator, Facilities

ALTERNATE: Staff Assistant/Events Scheduler, Facilities

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

The EOC Transportation Unit arranges for transportation needs.

EOC TRANSPORTATION UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- RESPOND TO REQUESTS FOR TRANSPORTATION (PRIMARILY BUSES) FROM THE LOGISTICS SECTION CHIEF
- KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF TRANSPORTATION RESOURCES AND REQUESTS OR PROBLEMS
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC FACILITIES UNIT

PRIMARY: Supervisor, Building Services

ALTERNATE: Supervisor, Custodial Services

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

The EOC Facilities Unit arranges for needed temporary facilities and resolves facility problems such as utility outages, repairs, etc.

EOC FACILITIES UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- RESPOND TO REQUESTS FOR FACILITIES FROM THE LOGISTICS SECTION CHIEF. THESE NEEDS MAY INCLUDE:
 - FACILITY FOR REMOTE SHELTERING
 - TEMPORARY LOCATION(S) FOR CAMPUS AND FACILITY FUNCTIONS
 - ADDITIONAL EMERGENCY OPERATIONS FACILITIES
 - RESPONDING TO PROBLEMS WITH FACILITIES (e.g. power problems, heating / cooling, etc).
- KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF FACILITY RESOURCES AND REQUESTS OR PROBLEMS
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COMMUNICATION & INFORMATION SYSTEMS UNIT

PRIMARY: Manager, Information Services

ALTERNATE: Manager, Information Services

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

The EOC Communication and Information Systems Unit provides for the coordination of communications and information services to meet incident. These services may include telephone, fax, radio, internet, and other forms of electronic information processing. The Unit also provides internal and external communications services to meet and support EOC operating requirements.

EOC COMMUNICATION & INFORMATION SYSTEMS
UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ENSURE THAT COMMUNICATIONS LINKS ARE ESTABLISHED WITH ACTIVATED EOC WITHIN THE OPERATIONAL AREA, AS APPROPRIATE.
- CONTINUALLY MONITOR THE OPERATIONAL EFFECTIVENESS OF EOC COMMUNICATIONS SYSTEMS. PROVIDE ADDITIONAL EQUIPMENT AS REQUIRED.
- ENSURE THAT TECHNICAL PERSONNEL ARE AVAILABLE FOR COMMUNICATIONS EQUIPMENT MAINTENANCE AND REPAIR.
- MOBILIZE AND COORDINATE AMATEUR RADIO RESOURCES TO AUGMENT PRIMARY COMMUNICATIONS SYSTEMS AS REQUIRED.
- KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF COMMUNICATIONS AND INFORMATION RESOURCES AND REQUESTS OR PROBLEMS
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC PERSONNEL UNIT

PRIMARY: Manager, Human Resources

ALTERNATE: Supervisor, Human Resources

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

The EOC Personnel Unit arranges for additional personnel needs.

EOC PERSONNEL UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- RESPOND TO REQUESTS FOR ADDITIONAL PERSONNEL FROM THE FINANCE & ADMINISTRATION SECTION CHIEF. COORDINATE WITH HUMAN RESOURCES AND OTHER APPROPRIATE DEPARTMENTS OR OTHER SOURCES TO MEET THE PERSONNEL REQUIREMENTS
- KEEP THE FINANCE & LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF PERSONNEL RESOURCES AND REQUESTS OR PROBLEMS
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC SUPPLIES, PROCUREMENT, AND PURCHASING UNIT

PRIMARY: Supervisor, Purchasing

ALTERNATE: Senior Buyer, Purchasing

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

The EOC Supplies, Procurement, & Purchasing Unit utilizes existing supplies, identifies source and cost of needed resources/services, then procures and arranges for payment.

EOC SUPPLIES, PROCUREMENT, & PURCHASING UNIT BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- COORDINATE THE ACQUISITION OF NEEDED RESOURCES THAT ARE NOT WITHIN THE DISTRICT'S INVENTORY. THIS MAY INCLUDE LEASING, RENTING, OR PURCHASING OF MATERIALS, SUPPLIES, EQUIPMENT, FACILITIES, FOOD AND DRINK, ETC.
- ENSURE THAT ALL OBLIGATIONS ARE COORDINATED WITH THE CLAIMS AND COST UNITS TO ENSURE TRACKING AND RESOLUTION
- KEEP THE LOGISTICS SECTION BRIEFED AS TO THE STATUS OF REQUESTS REQUIRING PROCUREMENT
- KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF PROCUREMENT ACTIVITIES
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC FINANCE & ADMINISTRATION SECTION CHIEF

PRIMARY: Director, Fiscal Services

ALTERNATE: Manager, Fiscal Services

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

The EOC Finance & Administration Section Chief oversees fiscal issues related to the emergency including procurement of resources not within the District's inventory. Prepares a post-incident fiscal report.

EOC FINANCE & ADMINISTRATION SECTION CHIEF BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE MANAGER
- TAKE YOUR ASSIGNED EOC POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ENSURE THAT THE FINANCE & ADMIN SECTION UNITS ARE ESTABLISHED AS REQUIRED BY THE INCIDENT
 - PROCUREMENT UNIT
 - COMPENSATION & CLAIMS UNIT
 - COST UNIT
- REVIEW THE FISCAL ISSUES RELATED TO THIS EMERGENCY INCIDENT AND PROVIDE A BRIEFING TO THE EOC DIRECTOR
- ENSURE THAT THE FINANCE & ADMIN UNITS ARE CARRYING OUT THEIR ASSIGNED DUTIES CORRECTLY
- CONTINUE TO BRIEF THE EOC DIRECTOR AS TO FISCAL ISSUES, CONCERNS, PROBLEMS
- PREPARE A POST-INCIDENT FISCAL ACCOUNTING OF EXPENDITURES AND COSTS RELATED TO THE INCIDENT.
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COMPENSATION & CLAIMS UNIT

PRIMARY: Benefits Specialist, Human Resources

ALTERNATE: Personnel Specialist, Human Resources

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

The EOC Compensation & Claims Unit is responsible for processing Workers Compensation and legal claims associated with the emergency.

EOC COMPENSATION & CLAIMS UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- INITIATE ESTABLISHED DISTRICT PROCEDURES RELATED TO CLAIMS ASSOCIATED WITH THE EMERGENCY. THESE CLAIMS MAY INVOLVE INJURIES, DEATHS, PROPERTY DAMAGE, AND OTHER ISSUES
- KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COST ACCOUNTING UNIT

PRIMARY: Budget Analyst, Fiscal Services

ALTERNATE: Senior Accounting Assistant, Fiscal Services

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

The EOC Cost Accounting Unit is responsible for compiling a cost accounting associated with the emergency.

EOC COST ACCOUNTING UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- COMPILE A COMPLETE ACCOUNTING OF ALL COSTS ASSOCIATED WITH THE EMERGENCY
- KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COST RECOVERY UNIT

PRIMARY: Internal Auditor, Finance & Administrative Services

ALTERNATE: Administrative Assistant, Finance & Administrative Services

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

The EOC Cost Recovery Unit is responsible for collecting data required for submission to FEMA and other entities providing post-disaster public assistance funds.

EOC DEMOBILIZATION UNIT
BASIC RESPONSIBILITIES

- CHECK IN WITH THE EOC DOCUMENTATION UNIT
- OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- TAKE YOUR ASSIGNED POSITION
- REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- INITIATE YOUR POSITION LOG
- ESTABLISH AND MAINTAIN A POSITION LOG AND OTHER NECESSARY FILES.
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- DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED