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Modoc County Emergency Operations Plan

Section II: EOC Functions



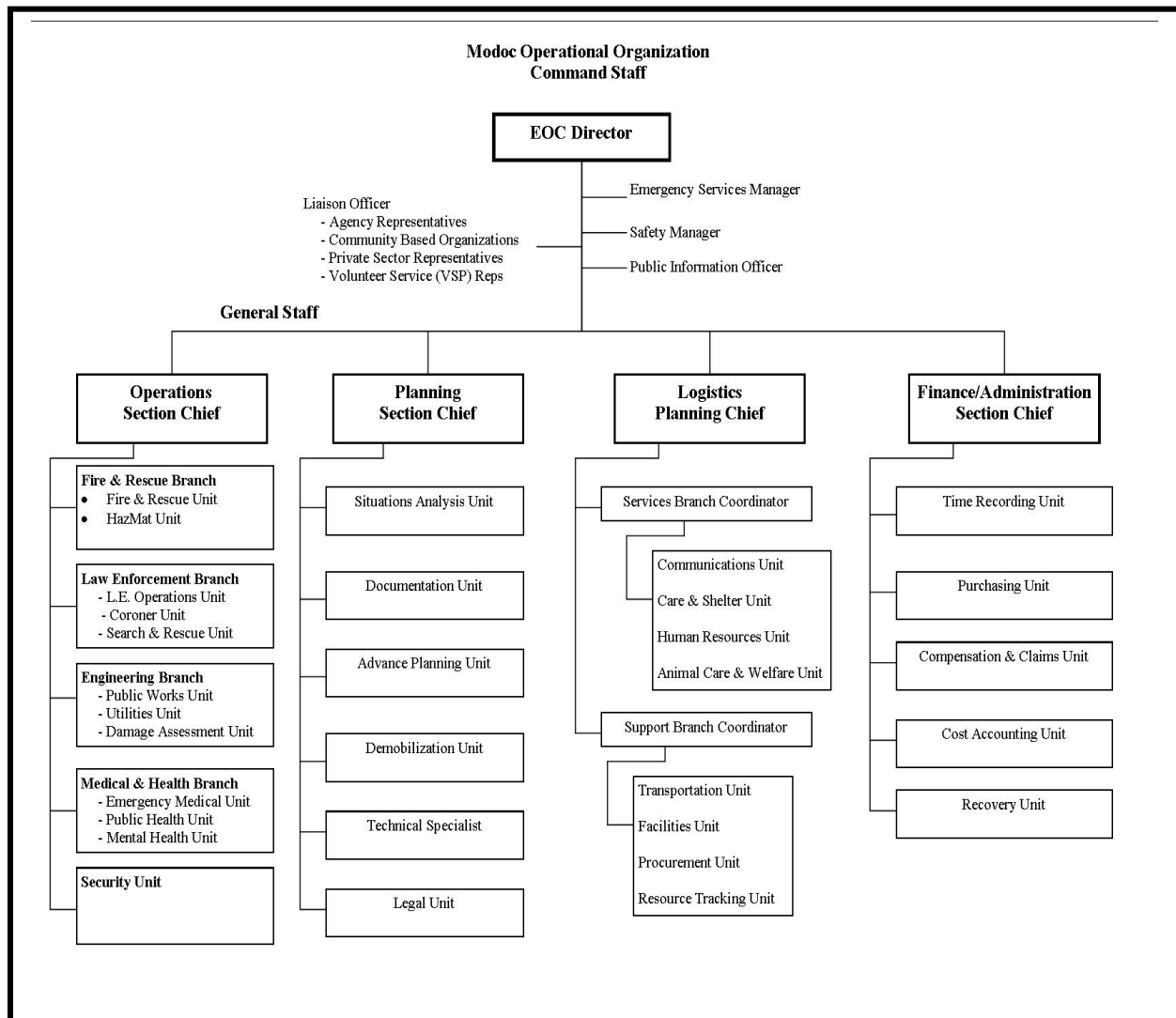
Section II: The Emergency Operations Center (EOC)

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 - 5.2 Cost Accounting Unit Leader
 - 5.3 Compensation & Claims Unit Leader
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Modoc County Operational Area EOC

The EOC will be located within the Modoc County Sheriff's Office Annex. This facility is the communications base for the operational area and is set up for immediate activation of auxiliary power if necessary. A mobile EOC can be activated if necessary.

The Director of Emergency Services or designee will determine when to activate the EOC and at what level. Under the command staff, the alert list will be activated to fill the positions as needed.



Emergency Operations Center

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the **Management/Command Staff** of the Modoc County Operational Area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions with the section.

Management/Command Staff Functional Descriptions

The Operational Area EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director has support personnel called the Management/Command Staff. They have delegated responsibility to perform management support functions. Management/Command Staff positions will vary depending upon the need of the EOC Director for support depending on the incident. These positions may be activated at a one-person level, with staff assistants depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Management/Command Staff positions relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management

EOC Staff Positions

Emergency Operations Center Director
Public Information Officer
Liaison Officer
Community Agencies Representatives
Safety Officer

1.0 EOC

1.1. EOC Director

Function:

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency to coordinate support for the field operations and with regional and state agencies. The Director's reporting relationship to higher authority will vary depending upon the SEMS Level.

Responsibilities:

1. Establish the appropriate staffing level for the Operational Area EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
3. Exercise overall management responsibility for the coordination between emergency response agencies within the Operational Area.

4. Ensure that inter-agency coordination is accomplished effectively within the Operational Area EOC.

EOC Director Checklists:

During an Emergency – Warning Phase

- ☐ Place Emergency Operations Center staff on standby
- ☐ Alert the Board of Supervisors of the situation
- ☐ Place Department Heads on standby
- ☐ If required, activate the Emergency Operations Center

Activation Phase:

- ☐ Determine appropriate level of EOC activation based on situation as known
- ☐ Coordinate with other Operational Area EOCs to ensure appropriate levels of activation are in place
- ☐ Mobilize appropriate personnel for the initial activation of the EOC. Have Modoc County Dispatch notify requested personnel on the EOC Recall phone list
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Verify activation of on-scene Incident Command System
- ☐ Ensure that the EOC is properly set up and ready for operations
- ☐ Ensure that an EOC check-in procedure is established immediately
- ☐ Ensure that an EOC organization and staffing chart is posted and completed
- ☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required
 - Operations Section Chief
 - Logistics Section Chief
 - Planning Section Chief
 - Finance Administration Chief
- ☐ Determine which Management/Command Staff positions are required and ensure they are filled as soon as possible
 - Liaison Services Manager
 - Safety Officer
 - Public Information Officer
 - Ensure that telephone and/or radio communications with other EOCs are established and functioning
- ☐ Schedule the initial Action Planning meeting
- ☐ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies, local governments and other agencies
- ☐ Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-agency Coordination Group

Operational Phase:

- ☐ Monitor Management/Command Staff activities
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination

- ☐ Based on current status reports, establish initial strategic objectives for the EOC
- ☐ In coordination with General Staff, prepare EOC objectives for the initial Action Planning Meeting

The Incident Action Plan should include:

- Overall strategy (Offensive/Defensive)
 - Estimate of incident duration
 - State of Emergency declaration
 - Priorities for the procurement and allocation of available resources
 - Post (or photocopy and distribute) the Incident Action Plan
- ☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management/Command Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (Refer to Action Planning Guide) Ensure the meeting is facilitated appropriately by the Planning Section
- ☐ Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation
- ☐ Brief Board of Supervisors and elected officials or their representatives on the status of the emergency and the Incident Action Plan
- ☐ In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings
- ☐ Notify State Office of Emergency Services of the emergency
- ☐ If required, declare a **Local Emergency Proclamation**
- ☐ If required, request the Governor proclaim a **State of Emergency**
- ☐ If required, ask that the Governor request the President proclaim a **Federal Declaration of Emergency**
- ☐ Coordinate local government proclamations with other emergency response agencies, as appropriate
- ☐ Make sure that all essential emergency services are activated
- ☐ Have Section Chiefs establish contact with appropriate State agency coordinators and representatives from affected jurisdictions
- ☐ Report situation (including any areas evacuated) and support requirements to the Office of Emergency Services Mutual Aid Region Office
- ☐ Have Section Chiefs coordinate with appropriate segments of the private sector
- ☐ Request assistance from the Office of Emergency Services Mutual Aid Region Office as required
- ☐ Activate Multi-purpose Staging Areas as destination points for mutual aid
- ☐ Conduct periodic reviews with the General Staff to ensure strategic objectives are current and appropriate
- ☐ Conduct periodic briefings for elected officials or their representatives
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known

After an Emergency:

- ☐ Release personnel from Emergency Operations Center when crisis diminishes sufficiently
- ☐ Re-check this checklist
- ☐ Make sure that the staff and volunteers receive debriefing and counseling, as needed

- ☐ Have unsightly debris cleaned up as soon as possible
- ☐ When appropriate, issue a **Proclamation of Termination of Local Emergency**
- ☐ Appoint someone to follow through with hazard mitigation

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required
- ☐ Notify other EOCs and appropriate organizations of the planned demobilization, as appropriate
- ☐ Ensure that any open actions not yet completed will be handled after demobilization
- ☐ Ensure that all required forms or reports are completed prior to demobilization
- ☐ Be prepared to provide input to the After Action/ Improvement Plan report
- ☐ Deactivate the EOC at the designated time, as appropriate
- ☐ Proclaim termination of the emergency response and proceed with recovery operations
- ☐ As soon as possible, while interest in emergency preparedness is still high, place emergency preparedness and hazard mitigation proposals on the Board agenda. Suggestions for these proposals are listed below:
 - Hold critique of the emergency response effort
 - Have someone follow through with public education programs
 - Have someone recruit volunteers for longer term preparedness projects
 - Have OES and departments review standard operating procedures
 - Hold a critique of the emergency recovery effort
 - Review this Plan
 - Assemble and check financial records; forward to Finance

1.2 Public Information Officer

Function Description:

The Public Information Officer is the primary point of contact between the EOC, the media and the public. The Public Information Officer prepares information releases, briefs media representatives, and provides for press conferences. The Public Information function also oversees the Rumor Control activity.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning Section. While not all information in the unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

Organizing the Information Function in an Operational Area EOC:

The Information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs. Normally, the Information function is handled by the Information Officer who is a member of the Management/Command Staff. Assistant Information Officers may be assigned as needed.

The Assistants may represent other jurisdictional departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

Responsibilities:

1. Serve as the central coordination point for the Operational Area for all media releases
2. Establish a "Disaster Hotline: with an up-to-date recorded message
3. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information. Ensure that all rumors are responded to in a timely manner and with factual information.
4. Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required
5. Develop the format for press conferences, in conjunction with the EOC Director
6. Maintain a positive relationship with the media representatives
7. Supervise the Public Information function and the Joint Information Center, if activated

Public Information Officer Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor
- ☐ Set up your workstation and review your position responsibilities
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as computer, phone, plan copies, and other reference documents
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information function as necessary

Operational Phase:

- ☐ Obtain policy guidance from the EOC Director with regard to media releases
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations
- ☐ Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed
- ☐ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials
- ☐ Implement and maintain an overall information release program
- ☐ Maintain up-to-date status boards and other references at the Joint Information Center. Provide adequate staff to answer questions from member of the media
- ☐ Interact with other EOC PIOs and obtain information relative to public information operations
- ☐ Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary

- ☐ In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the EOC Director
- ☐ At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their participation in media briefings and press conferences
- ☐ Ensure that a rumor control function is established to correct false or erroneous information
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls
- ☐ Update the Modoc Office of Emergency Services' web site with current news releases as appropriate
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired, disabled, etc.
- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control
- ☐ Ensure that file copies are maintained of all information released
- ☐ Provide copies of all media releases to the EOC Director
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

1.3 Liaison Officer

Function Description:

The Operations Area Liaison Officer provides a primary point of contact for all incoming Agency, Private Sector, and Volunteer/Service Programs (VSPs) representatives assigned to the EOC. The Liaison Officer ensures agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform the

responsibilities. The Liaison Officer also ensures that the EOC Director is kept informed of what agencies are represented in the EOC.

During major emergencies, it is not uncommon to find representatives of many agencies reporting to the EOC. Local Governments, American Red Cross, Community Based Organizations, National Guard, Private Sector, VSPs and other state/local agencies, federal agencies, etc., may send representatives. The Liaison Officer is the primary contact, and relieves the EOC Director from overseeing their activities.

Responsibilities:

1. Oversee all liaison activities; coordinate outside agency representatives assigned to the EOC, and handle requests from other EOCs for agency representatives. Work with and provide support to EOC Section Chiefs to determine their needs for volunteers, agency representatives, and private sector resources to meet their operational requirements.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed. Ensure function specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to agency representatives on check-in.
3. In conjunction with the Emergency Services Manager, provide orientations for VIPs and other visitors to the EOC.

Liaison Officer Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor
- ☐ Set up your workstation and review your position responsibilities
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as computer, phone, plan copies, and other reference documents
- ☐ Obtain assistance for your position through the Personnel Unit in Logistics as required.

Operational Phase:

- ☐ Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the EOC
 - Understand their role in the EOC
 - Know their work locations
 - Understand the EOC organization and floor plan
- ☐ Determine if additional representation is required from:
 - Community based organizations
 - Private sector organizations
 - Volunteer Services Programs (VSPs)
 - Utilities not already represented

- Other agencies
- ☐ In conjunction with the EOC Director and Emergency Services Manager, establish and maintain an Inter-agency Coordination Group comprised of outside agency representatives, and county and city managers who are not assigned to specific sections within the EOC
- ☐ Assist the EOC Director and Emergency Services Manager in conducting regular briefings for the Inter-agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly
- ☐ With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested
- ☐ Maintain a roster of Agency Representatives located at the EOC. Roster should include assignment with the EOC (Section or Inter-agency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached
- ☐ Release Agency Representatives who are no longer required in the EOC when authorized by the EOC Director

1.4 Community Agency Representatives

Function Description:

Agency Representatives are individuals assigned to the EOC by other agencies and jurisdictions. They also include representatives from Community Based Organizations, Private Sector and Volunteer Services Programs. Agency Representatives serve three principal functions:

- They bring to the EOC information from the agency they represent
- They normally have some level of authorization to speak or act for their agency
- They provide their agency with information obtained at the EOC

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

Agency Representative Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor
- ☐ Set up your workstation and review your position responsibilities
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as computer, phone, plan copies, and other reference documents
- ☐ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC
- ☐ Establish communications with your home agency; notify the Logistics Section communications Unit and the Liaison Officer of any communication problems
- ☐ Unpack any materials you may have brought with you and set up your assigned station, requesting necessary materials and equipment through the Liaison Officer and/or Logistics Section
- ☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer
- ☐ Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC

Operational Phase:

- ☐ Facilitate requests for support or information that your agency can provide
- ☐ Keep current on the general status of resources and activity associated with your agency
- ☐ Provide appropriate situation information to the Planning Section
- ☐ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities
- ☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required
- ☐ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest
- ☐ Maintain logs and files associated with your position

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave

- ☐ Leave a forwarding phone number where you can be reached
- ☐ When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements
- ☐ Ensure that you complete all final reports, close your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning Section

1.5 Safety Officer

Function Description:

The Safety Officer ensures a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer also ensures that personnel working in the EOC positions are not over stressed or working for extended periods that may jeopardize their health.

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Safety Officer Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor
- ☐ Set up your workstation and review your position responsibilities
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as computer, phone, plan copies, and other reference documents

Operational Phase:

- ☐ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions that might result in liability, (Unsafe layout of equipment set-up, etc.)
- ☐ Study the EOC facility and document the locations of all fire extinguisher, emergency pull stations, and evacuation routes and exits
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary

- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings
- ☐ If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks
- ☐ Ensure that the EOC facility is free from any environmental threats: e.g., radiation exposure, air purity, water quality, etc.
- ☐ Keep the EOC Director advised of unsafe conditions; take action when necessary
- ☐ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure

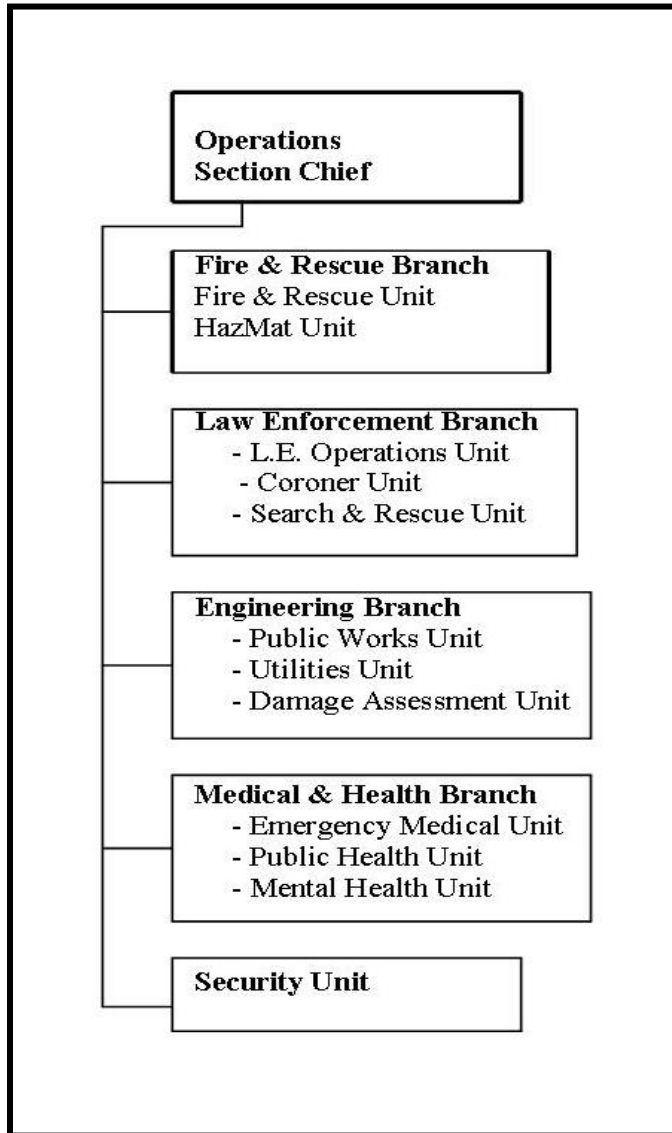
Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

Modoc County Operational Area

EOC Function Specific Checklists

Operations Section



Operations Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Operations Section of an operational area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section

When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that would normally be established as branches or units depending on the size of the incident. The functions described here are those activities that may need to be activated during and EOC activation for the Operations Section at the local government EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

Staffing:

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies.)
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities

Operations Section Functional Descriptions:

The EOC Director has the authority and responsibility to direct all EOC activity. The Director may delegate authority to members of the General Staff. Operations Section positions will vary depending upon the need. These positions may be activated at a one-person level, or at a unit, group, or branch level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Operations Section in the Operational Area EOC acts as the primary points of contact between the EOC and the local government, county departments, and in some jurisdictions may be linked directly to field Incident Commands. Coordinators assigned to the functional branches within the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to county DOCs, local government EOCs and in some cases to county field Incident Commands as appropriate to the jurisdiction.

2.0 Operations Section Chief

Function Description:

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. Based on the emergency, the Operations Section Chief will ensure that all necessary operational functions have been activated and are appropriately staffed.

Responsibilities:

1. Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
3. Establish the appropriate level of branch and unit organizations within the Operations Section, to effectively coordinate Operational Area responsibilities
4. Continuously monitor the organizational effectiveness and modify as necessary
5. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section
6. Ensure that the Planning Section is provided with Status Reports and Major Incident Reports.
7. Conduct periodic Operations briefings for the EOC Director as required or requested
8. Supervise the Operations Section

Operations Section Chief Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- ☐ Meet with Planning Section Chief; obtain a preliminary situation briefing
- ☐ Based on the situation, activate appropriate branches within the section.
Designate Branch Coordinators as necessary
 - Fire and Rescue
 - Law Enforcement
 - Engineering
 - Medical and Health
- ☐ Ensure that sufficient staffing is in place to provide for coordinating services to meet county local government and operational area responsibilities
- ☐ Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required
- ☐ Request additional personnel for the section as necessary for 24-hour operation
Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and radio frequencies available as necessary for the section
- ☐ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics

- ☐ Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Sections
- ☐ Coordinate with the Planning Section Chief to determine the need for an Technical Specialists
- ☐ Establish radio or phone communications with county departments, local governments, and/or with Incident Commander(s) as directed and coordinate accordingly
- ☐ Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section
- ☐ Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period
- ☐ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur

Operational Phase:

- ☐ Ensure Operations Section position logs and other necessary files are maintained
- ☐ Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- ☐ Ensure that all media contacts are referred to the Public Information Officer
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods
- ☐ Attend and participate in EOC Director's Action Planning meetings
- ☐ Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning Section in a timely manner
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section notification of emergency expenditures and daily time sheets)
- ☐ Brief the EOC Director on all major incidents
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section
- ☐ Brief Branch Coordinators periodically on any updated information you may have received. Share status information with other sections as appropriate

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.1 Rescue Branch Coordinator

Function Description:

The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to Dispatch, the fire and rescue mutual aid system and, as appropriate, to the jurisdiction's Incident Command on incidents under the management of fire services. The Branch Coordinator reports to the Operations Section Chief. The Branch will obtain situation reports, requests for resource support (outside the mutual aid system), and be the primary link from the EOC to fire department operations throughout the Operational Area. The Branch will supply local government EOCs, fire DOCs and ICs as appropriate, with information and directives developed in the EOC. Smaller jurisdictions may not activate separate units for fire operations, fire and rescue and hazmat.

Responsibilities:

1. Coordinate fire, hazardous materials, and urban search and rescue operations in the jurisdictional area
2. Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary
3. Coordinate the mobilization and transportation of all resources through the Logistics Section
4. Compete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources
5. Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities
6. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch
7. Supervise the Fire & Rescue Branch

Rescue Branch Coordinator Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- ☐ Based on the situation, activate the necessary units within the Fire & Rescue Branch:
 - Fire & Rescue Unit
 - Hazmat Unit
- ☐ If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief
- ☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained
- ☐ Obtain and maintain current status on Fire & Rescue missions being conducted in the Operational Area
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period
- ☐ On a regular basis, complete and maintain the Fire & Rescue Status Report
- ☐ Refer all contacts with the media to the Public Information Branch
- ☐ 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 Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting
- ☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave

- ☐ Leave a forwarding phone number where you can be reached

2.1.1 Fire and Rescue Unit Leader

Responsibilities:

1. Provide coordination for mutual aid requests to and from the Operation Area Fire/Rescue Mutual Coordinator, as appropriate
2. Respond to requests for non-fire support resources from the county fire departments and local governments in a timely manner, following established priorities (life safety, protection of the environment, and protection of property)
3. Monitor and track fire resources utilized during the event
4. Assist in mobilizing search and rescue teams at the request of local governments, county departments or Incident Command as appropriate
5. Provide general support to county field personnel as required
6. Supervise the Fire & Rescue Unit

Fire and Rescue Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Establish and maintain radio or phone communications with local government EOCs or with county Fire Incident Commands if appropriate
- ☐ Determine the status of all county department emergency operations
- ☐ Obtain regular status reports on the fire situation from local government, the county Department Operations Center or as appropriate from Incident Command
- ☐ Determine the impact of the emergency on the local governments and county fire department's operational capability
- ☐ Establish the objectives of the Fire & Rescue Unit based on the nature and severity of the emergency, and provide them to the Fire & Rescue Branch coordinator prior to the first Action Planning meeting
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of any urban search and rescue assistance required
- ☐ Coordinate with the Fire & Rescue Branch coordinator to determine missions for urban search and rescue teams based on established priorities
- ☐ Assist in mobilizing urban search & rescue teams consistent with established policies and priorities
- ☐ Work closely with the Logistics Section to determine the status and availability of urban search and rescue resources specifically larger jurisdictions who have organized Urban Search and Rescue teams

- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units and other search & rescue resources
- ☐ Provide fire status updates to the Fire & Rescue Branch coordinator on a regular basis
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator
- ☐ In conjunction with Planning, determine if current and forecasted weather conditions will affect fire and rescue operations
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur
- ☐ Coordinate with the Law Enforcement Branch to determine status of SAR missions, evacuations, and shelter locations
- ☐ Determine availability of shelter facilities (or commercial lodging) through the Logistics Section
- ☐ Reinforce the use of proper procedures for media contacts

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.1.2 HazMat Unit Leader

Responsibilities:

1. Determine the scope of hazardous materials incidents
2. Assist in mobilizing hazardous materials teams at the request of local governments or Incident Commanders as appropriate
3. Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives
4. Ensure that deployed teams are provided with adequate support
5. Supervise the HazMat Unit if activated

HazMat Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.

- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required
- ☐ Coordinate with the Fire & Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities
- ☐ Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid System and established priority
- ☐ Establish radio or phone communication with all deployed HazMat teams to determine the scope of support required
- ☐ Work closely with the Logistics Section to determine the status and availability of HazMat operations at the request of team leaders
- ☐ Coordinate with Construction/Engineering to provide on-site assistance with HazMat operations at the request of team leaders
- ☐ Coordinate with the Emergency Medical Unit to determine medical facilities where victims of HazMat incident can be transported following decontamination
- ☐ Coordinate with the Coroner/Fatalities Management Unit to provide on-site assistance in managing fatalities at HazMat scenes
- ☐ Monitor and track the progress and status of each HazMat team
- ☐ Ensure that HazMat Team Leaders report all significant events
- ☐ Assist the Operational Area local governments in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section
- ☐ Inform the Fire and Rescue Branch Coordinator of all significant events
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.2 Law Enforcement Branch Coordinator

Function Description:

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to local government EOCs and/or law enforcement agencies Department Operation Centers, Dispatch Centers, the law enforcement mutual aid system, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of county law enforcement agencies.

The Law Enforcement Branch Coordinator reports to the Operations Section Chief. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations throughout the Operational Area. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

Responsibilities:

1. Coordinate movement and evacuation operations during an emergency
2. Alert and notify the public of the impending or existing emergency
3. Coordinate operational area law enforcement, search and rescue, and traffic control operations during the emergency
4. Coordinate site security at incidents
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Operational Area Law Enforcement Mutual Aid Coordinator
6. Supervise the Law Enforcement Branch

Law Enforcement Branch Coordinator Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Based on the situation, activate the necessary units with the Law Enforcement Branch”
 - Law Enforcement Operations Unit
 - Coroner/Fatalities Management Unit
 - Search and Rescue Unit
- ☐ Ensure that staffing is adequate to meet the combined coordination needs of the Operational Area local government EOCs and county law enforcement
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner’s Mutual Aid Coordinators as required or requested
- ☐ Provide an initial situation report to the Operations Section Chief
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained
- ☐ Maintain current status on Law Enforcement missions being conducted
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report
- ☐ Refer all contacts with the media to the Public Information Branch
- ☐ Determine need for Law Enforcement Mutual Aid
- ☐ Determine need for Coroner's Mutual Aid
- ☐ 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 Law Enforcement Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.2.1 Law Enforcement Unit Leader

Responsibilities:

1. Coordinate requests for Law Enforcement Mutual Aid resources through the Operational Area Law Enforcement Mutual Aid Coordinator
2. Establish and maintain communication with Law Enforcement Branch Directors at the local government or at the county Department Operations Center (DOC) if activated
3. Respond to requests for law enforcement resources from local governments in a timely manner, using the law enforcement mutual aid system, and following established priorities (life safety, protection of the environment, and protection of property)
4. Monitor and track law enforcement resources utilized during the event
5. Provide general support to field personnel as required

6. Supervise the Law Enforcement Operations Unit

Law Enforcement Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Establish and maintain radio or phone communication with local government EOCs, and the other law enforcement DOC
- ☐ Obtain regular status reports on the law enforcement situation from local governments, the county Department Operations Center or county Law Enforcement Incident Commands as appropriate
- ☐ Assess the impact of the emergency on the department's operational capability
- ☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the emergency, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting
- ☐ If the County Law Enforcement Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level
- ☐ In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect law enforcement operations
- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required
- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population
- ☐ Determine availability of camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section
- ☐ Reinforce the use of proper procedures for media contacts
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis
- ☐ Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation

- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.2.2 Coroner/Fatalities Management Unit Leader

Responsibilities:

1. At the direction of the Sheriff/Coroner, establish and/or oversee an Operational Area system for managing fatalities resulting from the emergency
2. At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality
3. Supervise the Coroner/Fatalities Management Unit

Coroner/Fatalities Management Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Ensure that all Operational Area locations where fatalities are discovered are secured
- ☐ Ensure that fatality collection points are established and secured as necessary
- ☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner
- ☐ Request Coroner's Mutual Aid as required
- ☐ Procure, through Logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- ☐ Coordinate with the Fire & Rescue or Law Enforcement Search & Rescue (SAR) Unit to determine location and number of extricated fatalities
- ☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner
- ☐ Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required
- ☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of an emergency
- ☐ Keep the Law Enforcement Branch coordinator informed of Coroner/Fatalities Management Unit activities on a regular basis
- ☐ Inform the Law Enforcement Branch coordinator and the Public Information Officer of the number of confirmed fatalities resulting from the emergency (Note: This information must be verified with the Sheriff/Coroner prior to release)
- ☐ Ensure that all media contacts are referred to the Public Information Officer

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.2.3 Search and Rescue (SAR) Unit Leader

Responsibilities:

1. Determine the scope of the search and rescue mission
2. Assist in mobilizing Search & Rescue Teams at the request of Department Operations Centers or Field Incident Commanders
3. Provide search & rescue support as required to other emergency response agencies consistent with established priorities and objectives
4. Ensure that deployed teams are provided with adequate support
5. Supervise the Search & Rescue Unit

Search and Rescue (SAR) Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of Search & Rescue assistance required
- ☐ Coordinate with the Law Enforcement Branch Coordinator to determine missions for search & rescue teams based on established priorities
- ☐ Mobilize and deploy available search & rescue teams to locations or to other emergency response agencies, consistent with established policies and priorities
- ☐ Establish radio or phone communication with all deployed search & rescue team leaders to determine the scope of support required
- ☐ Work closely with the Logistics Section to determine the status and availability of search & rescue resources specifically larger jurisdictions who have organized SAR teams
- ☐ Coordinate with Construction/Engineering to provide on-site assistance with rescue operations at the request of team leaders

- ☐ Coordinate with the Emergency Medical Unit to provide on-site assistance in managing fatalities at search locations
- ☐ Ensure that each team leader develops a safety plan for each assigned mission
- ☐ Monitor and track the progress and status of each search & rescue team
- ☐ Ensure that team leaders report all significant events
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search & Rescue Teams through the Logistics Section
- ☐ Inform the Law Enforcement Branch coordinator of all significant events
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.3 Engineering Branch Coordinator

Function Description:

The Construction/Engineering Branch in the operational area EOC coordinates all infrastructure related activities during an emergency. The Branch Coordinator reports to the Operations Section Chief. The Branch title may vary depending on the jurisdictional organization. Typically it may include coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

Responsibilities:

1. Survey all utility systems serving the operational area, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as street and roads within the jurisdictional area.
4. Assist other sections, branches, and units as needed.
5. Supervise the Engineering Branch.

Engineering Branch Coordinator Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Based on the situation, activate the necessary units within the Engineering Branch
 - Utilities Unit
 - Damage/Safety Assessment Unit
 - Public Works Unit
- ☐ Ensure that adequate staffing is available to cover both county and local government responsibilities in the Operational Area
- ☐ Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary
- ☐ Provide an initial situation report to the Operations Section Chief
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Engineering Branch and provide them to the Operations Section chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained
- ☐ Maintain current status on all emergency construction/engineering activities being conducted within the operational area
- ☐ 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 Section with an overall summary of Construction/Engineering Branch 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 Branch
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets)
- ☐ Prepare objectives for the Construction/Engineering Branch 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
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.3.1 Public Works Unit Leader

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance
5. Supervise the Public Works Unit

Public Works Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section
- ☐ Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities
- ☐ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required
- ☐ Work closely with the Logistics Section to provide support and material as required

- ☐ Keep the Construction/Engineering Branch Coordinator informed of unit status
- ☐ Refer all contacts with the media to the Public Information Officer

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.3.2 Utilities Unit Leader

Responsibilities:

1. Assess the status of utilities, provide Utility Status Reports as required
2. Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies
3. Supervise the Utilities Unit

Utilities Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Establish and maintain communications with the utility providers
- ☐ Determine the extent of damage to utility systems
- ☐ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Operational Area EOC
- ☐ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning Sections
- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems
- ☐ Keep the Medical & Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems

- ☐ Keep the Construction/Engineering Branch Coordinator informed of the restoration status
- ☐ Complete and maintain the Utilities Status Report
- ☐ Refer all contacts with the media to the Public Information Officer

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.3.3 Damage/Safety Assessment Unit Leader

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/unit within the Operations Section
2. If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of all facilities that might be affected
3. Provide detailed damage/safety assessment information to the Planning Section, with associated loss damage estimates
4. Maintain detailed records on damaged areas and structures
5. Initiate requests for Engineers, to inspect structures and/or facilities
6. Supervise the Damage/Safety Assessment Unit

Damage/Safety Assessment Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, local government EOCs and other branches/units as necessary
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information

- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide information to the Planning Section
- ☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment
- ☐ Initiate all requests for engineers and building inspectors through the Operational Area EOC
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status
- ☐ Refer all contacts with the media to the Public Information Officer

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.4 Medical and Health Branch Coordinator

Function Description

The Medical & Health Branch at the Operational Area EOC is responsible for jurisdictional coordination of medical & health facilities and resources needed to serve people affected by the emergency. The Branch will also provide Operational Area coordination for the provision of emergency medical services and public mental health facilities and services. The Branch will coordinate the care giving activities through medical & health resources available within the jurisdiction or by obtaining such services as required through agreements with other government agencies, community based organizations and/or established mutual aid programs.

Smaller jurisdictions may not activate separate units for the functions covered under medical and health.

Responsibilities:

1. Safeguard the public health of citizens within the operational area by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required
2. Ensure that emergency medical services are adequate to the needs of the emergency are in place and functioning
3. Supervise the Medical & Health Branch

Medical and Health Branch Coordinator Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Ensure Branch and Unit position logs and other necessary files are maintained
- ☐ Based on the situation, activate the necessary units within the Medical & Health Branch
 - **Emergency Medical Unit**
 - **Public Health Unit**
 - **Mental Health Unit**
- ☐ Ensure that all potable water supplies remain safe and free from contaminants
- ☐ 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 areas(s) within the Operational Area
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of Medical & Health Branch operational status periodically during the operations period or as requested
- ☐ Ensure that the Public Health Unit is available to assist the Coroner/Fatalities Management unit in mitigating and managing mass fatality situation
- ☐ Prepare objectives for the Medical & Health Branch for the subsequent operational period; provide them to the Operations Section chief prior to the end of the shift and the next Action Planning meeting
- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.4.1 Emergency Medical Unit Leader

Responsibilities:

1. Ensure that all available emergency medical resources are identified and mobilized as required
2. Activate the Mass Casualty Plan and other related Public Health Plans if necessary. Contact OES for a copy of the related plans. **Coordinate with the Modoc Health Operational Area Coordinator (MHOAC)**
3. Provide assistance as required to local government EOCs and county Department Operations Centers in establishing triage teams
4. Determine the status of medical facilities within the affected area
5. Ensure adequate transportation resources are available for the transportation of injured victims to appropriate medical facilities
6. Supervise the Emergency Medical Unit

Emergency Medical Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ As soon as possible, determine if Mass Casualty Plan needs to be activated. Mass Casualty Plan is a separate document from this Emergency Operations Plan. Contact OES for a copy of this plan
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of emergency medical assistance required
- ☐ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances
- ☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims
- ☐ Determine status and availability of specialized treatment such as burn centers
- ☐ Assist in obtaining and providing triage services for extricated victims
- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested
- ☐ Establish and maintain communication with the local government EOCs and determine status and availability of medical resources
- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support operational area emergency medical operations
- ☐ Inform the Medical & Health Branch Coordinator of all significant events
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in an emergency medical situation where statistical information is requested by the media

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.4.2 Public Health Unit Leader

Responsibilities:

1. Assess the status and availability of potable water throughout the Operational Area.
2. Assess the status of the sanitation system serving the Operational Area.
3. Inspect and assess emergency supplies such as food and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected emergency areas.
5. Supervise the Public Health Unit.

Public Health Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems throughout the Operational Area
- ☐ If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems
- ☐ Develop a distribution system for drinking water as required
- ☐ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste
- ☐ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as food, drugs, and other consumables for purity and utility
- ☐ Determine the need for vector control, and coordinate with County Public Health for vector control services as required
- ☐ Inform the Medical & Health Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested
- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.4.3 Mental Health Unit Leader

Responsibilities:

1. Maintain liaison with County Mental Health Disaster Coordinator to activate Mental Health Disaster Plan, and provide mental health support to disaster victims and workers
2. Maintain liaison with other Operational Area EOC Branches and Units to identify and prioritize mental health needs and resources
3. Maintain contact with mental Health Immediate Response Team and provide direction and support
4. Supervise the Mental Health Unit

Mental Health Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Coordinate activation of the Modoc County Mental Health Disaster Plan with the Disaster Coordinator (See Public Health Annex)
- ☐ Coordinate with the EOC Branches and Units to identify and prioritize mental health needs and resources
- ☐ Maintain contact with the Modoc County PH DOC to determine their needs, provide direction, and support
- ☐ Establish communications through the Liaison Officer with American Red Cross or other community based organizations to coordinate mental health needs and resources through their organizations
- ☐ Contact and coordinate with the Logistics Section, Care & Shelter Unit to determine mental health needs at area shelters
- ☐ Communicate with Operations Branches and Units to maintain awareness of mental health needs of Disaster Service Workers and Responders

- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

2.5 Security Officer

Function Description:

The Security Officer provides access control for the EOC facility. The Security Officer oversees personnel check-in and checkout rosters, according to the security policy established by the EOC Director.

Responsibilities:

1. Provide 24-hour security for the EOC.
2. Control personnel access to the EOC in accordance with policies established by the EOC Director.
3. Handle any situation arising from inappropriate personnel actions within the EOC
4. Security Officer Checklists

Security Officer Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor
- ☐ Set up your workstation and review your position responsibilities
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Determine your resource needs, such as computer, phone, plan copies, and other reference documents

Operational Phase:

- ☐ Determine the current EOC security requirements and arrange for staffing as needed
- ☐ Determine needs for special access to EOC facilities
- ☐ Provide executive and VIP security as appropriate and required
- ☐ Provide recommendations as appropriate to EOC Director

- ☐ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings

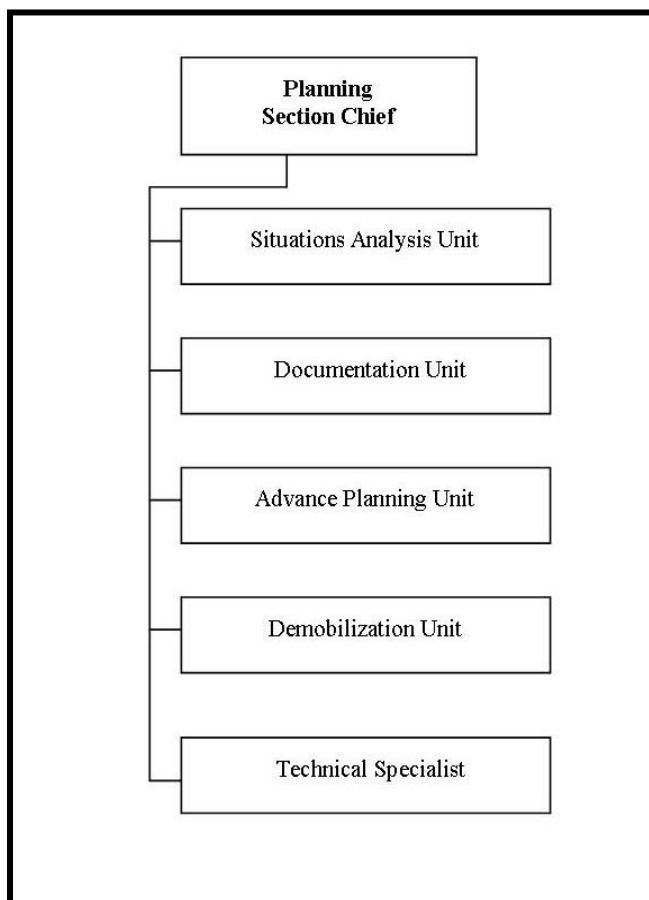
Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

Modoc County Operational Area

EOC Function Specific Checklists

Planning Section



Planning Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Planning Section of an operational area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.

When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established. The functions described here are those activities that may need to be activated during EOC activation for the Planning Section at the Operational Area EOC.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies.)
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities

3.0 Planning Section Chief

Function Description

The Planning Section is a primary function for any operational area EOC. The Section will gather information from a variety of sources, including all activated local government EOCs, analyze and verify information, and prepare and update internal EOC information and map displays.

The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the planning meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation, and prepare advance planning information and the After Action/Corrective Action report. Technical Specialists assigned to the EOC will initially be part of the Planning Section. The Section Chief reports directly to the EOC Director.

Responsibilities:

Ensure that the following responsibilities of the Planning Section are addressed as required:

1. Collecting, analyzing, and displaying situation information
2. Preparing periodic Situation Reports

3. Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting. (See Action Planning Guide for additional information.)
4. Conducting Advance Planning activities and report
5. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities, including the After Action/Corrective Action report
6. Establish the appropriate level of organization for the Planning Section
7. Exercise overall responsibility for the coordination of unit activities within the section
8. Keep the EOC Director informed of significant issues affecting the Planning Section
9. In coordination with the other Section chiefs, ensure that Status Reports are completed and utilized as a basis for situation analysis reports, and the EOC Action Plan

Planning Section Chief Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- ☐ Based on the situation, activate the necessary units within the section as needed and designate Unit Leaders for each element:
 - **Situation Analysis Unit**
 - **Documentation Unit**
 - **Advance Planning Unit**
 - **Demobilization Unit**
- ☐ Request additional personnel for the section as necessary to maintain a 24-hour operation
- ☐ Establish contact with the State Regional EOC (REOC) when activated, and coordinate Situation Analysis Reports with their Planning Section
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports
- ☐ Review responsibilities of units in the section; develop plans for carrying out all responsibilities
- ☐ Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period
- ☐ Keep the EOC Director informed of significant events
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

Operational Phase:

- ☐ Ensure that Planning Section position logs and other necessary files are maintained
- ☐ Ensure that the Situation Analysis Unit is maintaining current information for the situation analysis report

- ☐ Ensure that major incident reports and status reports are completed by the Operations Section and are accessible to Planning
- ☐ Ensure that a situation analysis report is produced and distributed to the EOC Sections and the State Regional EOC (REOC) at least once, prior to the end of the operational period
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible
- ☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays
- ☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period
- ☐ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period
- ☐ Work closely with each unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed
- ☐ Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required, and assists in preparing the After Action/Corrective Action report
- ☐ Provide technical specialists to all EOC sections as required
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

3.1 Situation Analysis Unit Leader

Responsibilities:

1. Oversee the collection, organization, and analysis of situation information related to the emergency
 2. Ensure that information collected from all sources is validated prior to posting on status boards
 3. Ensure that situation analysis reports are developed for dissemination to EOC staff and also to the State Regional EOC (REOC) and other EOCs as required
 4. Ensure that an EOC Action Plan is developed for each operational period
 5. Ensure that all maps, status boards and other displays contain current and accurate information
 6. Supervise Situation Analysis Unit
-

Situation Analysis Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Make contact with local government EOCs in the operational area and establish a schedule for obtaining situation reports
- ☐ Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Analysis Report and facilitate the Action Planning process
- ☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Oversee the collection and analysis of all emergency related information
- ☐ Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with status reports on a regular basis
- ☐ Meet with the Public Information Officer to determine the best method for ensuring access to current information
- ☐ Prepare a situation summary for the EOC Action Planning meeting
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.)
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period
- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards and other displays

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

3.2 Documentation Unit Leader

Responsibilities:

1. Collect, organize and file all completed emergency related forms, to include; all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period
2. Provide document reproduction services to EOC staff
3. Distribute the EOC situation reports, EOC Action Plan, and other documents, as required
4. Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with emergency
5. Assign an After Action/Corrective Action Point of Contact (POC) to assist the EOC Coordinator (Emergency Services Manager) in the preparation, distribution and tracking of the After Action/Correction Action Report
6. Supervise the Documentation Unit

Documentation Unit Leader Checklists**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Designate an individual/team to initiate the entire After Action/Corrective Action process for the event in accordance with ICS organizational structures, doctrine, and procedures. This individual/team will be the AA/CA Point of Contact (POC)

Operational Phase:

- ☐ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records
- ☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes

- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift
- ☐ Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC
- ☐ Keep extra copies of reports and plans available for special distribution as required
- ☐ Set up and maintain document reproduction services for the EOC
- ☐ Pass all event documentation to the AA/CA POC, the staff responsible for the development of the AA/CA Report. The AA/CA POC will:
 - Identify all organizations involved in the event, exercise and training
 - Establish a reporting system to collect after action and corrective action information from all organizations involved in the event, exercise or training
 - Develop a timeline or work plan for completing the AA/CA Report development process
 - Establish an AA/CA Report Team, as necessary, to assist in the AA/CA Report development process
 - Determine the AA/CA Reporting mechanism to be used for the AA/CA Report (AA/CA Report Survey or Briefing/Hot Wash Survey)
 - Identify when and where AA/CA Hot Wash will occur and send out AA/CA Report survey from to those involved in the event
- ☐ Conduct AA/CA Hot Wash involving all those activated or participating in the event; document all Hot Wash comments and consolidate into one overall report
- ☐ Send out AA/CA Report surveys to those personnel who could not attend the AA/CA Hot Wash
- ☐ Initiate development of the AA/CA Report using all the compiled information from the Hot Wash and the AA/CA Report surveys that were returned
- ☐ Identify points of contact for each organization that will receive the AA/CA Report
- ☐ Establish suspense dates throughout the process for completing and forwarding the AA/CA Reports to meet compliance deadlines:
 - For declared states of emergency, local governments forward AA/CA Report to their respective OES Region within 90 days of the close of the incident or event to meet SEMS requirements
 - OES Regions forward all AA/CA Reports to State OES HQ POC
 - For all other events, forward the approved AA/CA Report to the next higher SEMS organizational level within 90 days of the close of the event
- ☐ Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned
- ☐ Identify a point of contact responsible for tracking the corrective action to completion
- ☐ Track the identified corrective action status through its completion or implementation and document the completion date
- ☐ For federally funded exercises follow the applicable grant guidelines/conditions

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

3.3 Advance Planning Unit Leader

Responsibilities:

1. Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Advance Planning Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Monitor the current situation report to include recent updates
- ☐ Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency
- ☐ Contact local government EOCs and determine issues and concerns related to the operational area advance planning effort
- ☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to effect EOC operations within a 36 to 72 hour time frame
- ☐ Submit the Advance Plan to the Planning Coordinator for the review and approval prior to conducting briefings for the General Staff and EOC Director
- ☐ Review Action Planning objectives submitted by each section for the next operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Leave a forwarding phone number where you can be reached

3.4 Demobilization Unit Leader

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents and status reports.
2. Supervise the Demobilization Unit.

Demobilization Unit Leader Checklists**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Review EOC personnel roster to determine size and scope of any demobilization efforts
- ☐ Meet individually with the general staff to determine their need for assistance in any Demobilization Planning
- ☐ Advise Planning Section Chief on the need for a formal written Demobilization Plan
- ☐ If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures
- ☐ Establish with each Section Chief which units/personnel should be demobilized first
- ☐ Establish time tables for deactivating or downsizing units
- ☐ Determine if any special needs exist for personnel demobilization (e.g. transportation)
- ☐ Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position
- ☐ Submit any formalized Demobilization Plan to the Planning Section Chief for approval

- ☐ Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC
- ☐ Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Leave a forwarding phone number where you can be reached

3.5 Technical Specialists

Responsibilities:

1. Provide technical observations and recommendations to the EOC staff in specialized areas as required.
2. Advise on legal limitations for use of particular resources.
3. Work with inter-agency coordination groups as necessary providing expertise

Technical Specialists Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Provide technical services as required to requesting EOC staff
- ☐ Contribute to EOC planning meetings and inter-agency coordination groups as requested
- ☐ Ensure that all recommendations are appropriately documented
- ☐ Advise Planning Section when duties are completed
- ☐ Obtain release from Planning Section Chief prior to leaving the EOC

Demobilization Phase:

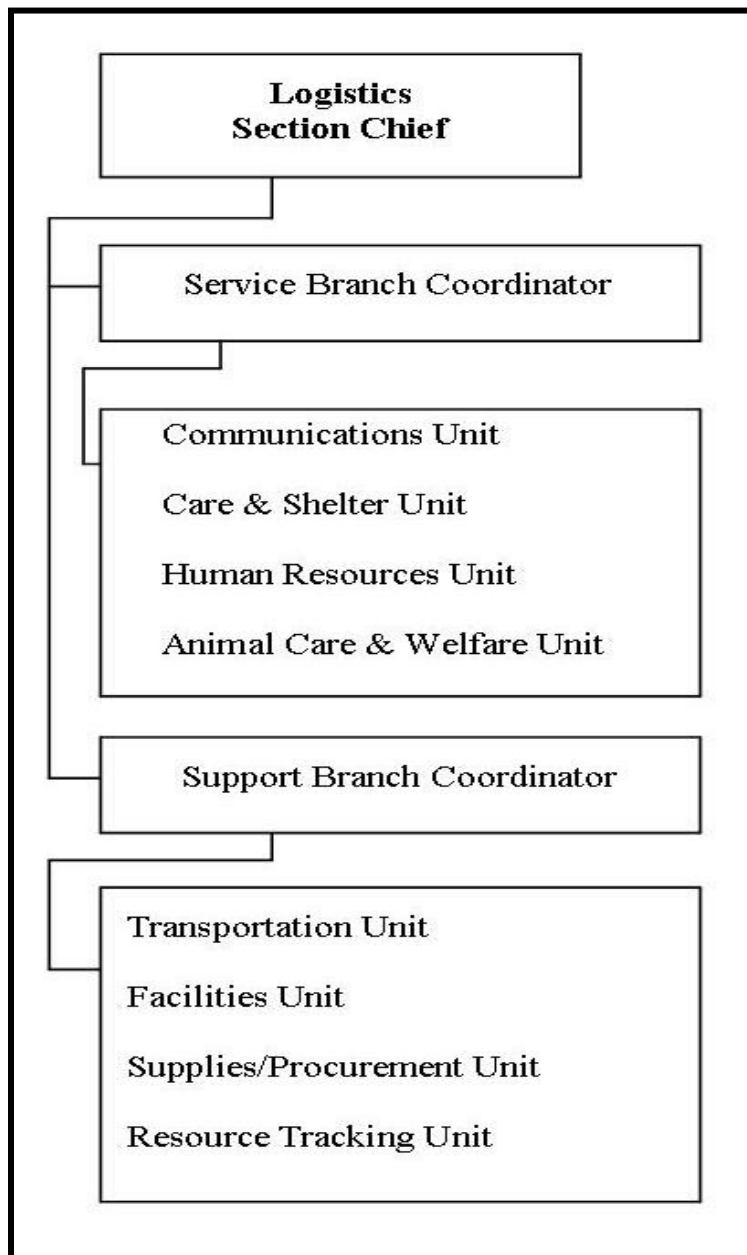
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure

- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

Modoc County Operational Area

EOC Function Specific Checklists

Logistics



Logistics Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Logistics Section of the Operational Area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.

When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Branches and/or Units.

The functions described here are those activities that may need to be activated during EOC activation for the Logistics Section at the Operational Area EOC.

Staffing:

The Determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of Modoc County OES.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies.)
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities

4.0 Logistics Section Chief

Function Description:

The Logistics Section provides facilities, services, resources and other support services both to county agencies responding to the emergency to local governments in response to requests for resources, and to meet internal EOC operating requirements. Incident, DOC or agency, and local government requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the EOC Director.

Responsibilities:

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communications services; care and shelter; resource tracking; acquiring equipment, supplies, personnel, facilities, animal care and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, to support county and local government responsibilities, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to meet both county and local government requests
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section
6. Supervise the Logistics Section.

Logistics Section Chief Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Ensure the Logistics Section is set up properly and the appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- ☐ Based on the situation, activate branches/units within the section as needed and designate Unit Leaders for each element:

Services Branch
Communications Unit
Care & Shelter Unit
Human Resources Unit
Animal Care Unit

Support Branch
Transportation Unit
Facilities Unit
Procurement Unit
Utilities Unit

- ☐ Mobilize sufficient section staffing for 24 hour operations
- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.
- ☐ Meet with the EOC Director and Management/Command Staff and identify resource needs
- ☐ Meet with the Finance/Administration Section Chief and determine the level of purchasing authority for the Logistics Section
- ☐ Assist Branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- ☐ Provide periodic Section Status Reports to the EOC Director
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

Operational Phase:

- ☐ Ensure that Logistics Section position logs and other necessary files are maintained
- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods
- ☐ Provide the Planning Section chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting
- ☐ Attend and participate in EOC Action Planning meeting

- ☐ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed
- ☐ Ensure that transportation requirements, in support of response operations, are met
- ☐ Ensure that all requests for facilities and facility support are addressed
- ☐ Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid
- ☐ Provide section staff with information updates as required

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.1 Services Branch Coordinator

Function Description:

This function may be established at the Unit or Branch level depending upon the functions to be performed and personnel requirements.

The Services Branch provides for the coordination of county or local government services, such as Communications, Care & Shelter, Human Resources, and Animal Care & Welfare to meet incident, DOC or agency needs. Communications services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements.

Responsibilities:

1. Ensure communications services are established and maintained to support the Operational Area and the EOC
2. Ensure that care & shelter services are available for disaster victims as required
3. Coordinate personnel resources to support EOC and field requirements
4. Coordinate animal care and welfare services for animals displaced during an emergency, especially for those persons in shelter situations
5. Supervise the Services Branch

Services Branch Coordinator Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Based on the situation, activate the necessary units within the Services Branch:
 - **Communications Unit**
 - **Care and Shelter Unit**
 - **Human Resources Unit**
 - **Animal Care Unit**
- ☐ Prepare objectives for the Services Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained
- ☐ Obtain and maintain current status on communications, Care & Shelter operations, Human Resource requirements, and Animal Care operations being conducted in the Operational Area
- ☐ Provide the Logistics Section Chief and the Planning Section with an overall summary of Service Branch operations periodically or as requested during the operational period
- ☐ 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 Services Branch for the subsequent operational period; provide them to the Logistics Section chief prior to the end of the shift and the next Action Planning meeting
- ☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information
- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.1.1 Communications Unit Leader

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required
2. Oversee the installation of communications resources within the EOC. Ensure that communications links are established with the State Regional EOC and with adjacent EOCs as required
3. Determine specific computer requirements for all EOC positions
4. Implement Cal OES EOC procedures if available, for internal information management to include message and e-mail systems
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage
6. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency
7. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations
8. Acquire radio frequencies as necessary to facilitate operations
9. Assign Amateur Radio Operators as needed to augment primary communications networks
10. Supervise the EOC Communications center and the Communications Unit

Communications Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Keep all sections informed of the status of the communications systems, particularly those that are being restored
- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required
- ☐ Ensure that Cal OES EOC communications links are established with the Cal OES EOC
- ☐ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate
- ☐ Continually monitor the operational effectiveness of the 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 informed of the status of the communications systems
- ☐ Prepare objectives for the Communications Unit; provide them to the Services Branch Coordinator and the Logistics Section chief prior to the next Action Planning meeting
- ☐ Continually monitor and test the activated radio and telephone systems. Keep the Services Branch Coordinator informed of system failures and restoration activities
- ☐ Develop instructional guidance for use of radios and telephone and conduct training sessions for the EOC staff as necessary
- ☐ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability
- ☐ Coordinate with the Telephone Company to obtain portable telephone banks, as necessary
- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.1.2 Care and Shelter Unit Leader

Function Description:

The Care & Shelter Unit at the operational area EOC coordinates the sheltering, feeding, potable water, and clothing needs for evacuated or displaced personnel at the time of the emergency. The coordination of these services may include other county services, the American Red Cross, private agencies, churches and other community based organizations as necessary.

Responsibilities:

1. Coordinate directly with the American Red Cross and other community based organizations to provide food, potable water, clothing, shelter, mass care and other basic needs as required to disaster victims

2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Unit

Care and Shelter Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity
- ☐ Establish communications with other operational area community based services to provide clothing and other basic life sustaining needs
- ☐ Ensure coordination of all mass care activities with the American Red Cross and other community based organizations as required
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act
- ☐ Assist the American Red Cross in staffing and managing the shelters to the extent possible
- ☐ In coordination with the American Red Cross, activate and inquiry registry service to reunite families and respond to inquiries from relatives or friends
- ☐ Assist the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends
- ☐ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing
- ☐ Complete and maintain the Care and Shelter Status Report From
- ☐ Refer all contacts with the media to the Public Information Officer

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.1.3 Human Resources Unit Leader

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations
2. Identify, recruit and register volunteers as required; work closely with Liaison Officer and Operations Section chief to understand volunteer capabilities and requirements
3. Develop and EOC organizations chart
4. Supervise the Personnel Unit

Human Resources Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ In conjunction with the Documentation Unit, develop a poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The Chart should be posted in a conspicuous place, accessible to all EOC personnel. Update this chart for each operational period.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in
- ☐ Establish communications with community based organizations VSPs and other organizations that can provide personnel resources
- ☐ Coordinate with the State Regional EOC (REOC) to activate the Emergency Management Mutual Aid System (EMMA), if required
- ☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly
- ☐ Maintain a status board or other reference to keep track of incoming personnel
- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, identification, and proper direction for responding personnel arriving at the EOC
- ☐ Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required

- ☐ To minimize redundancy, coordinate all requests for personnel resources from the county field level or from local governments through the EOC Operations Section prior to acting on the request
- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed
- ☐ Arrange for child care services for EOC personnel as required
- ☐ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards
- ☐ Keep the Logistics Section chief informed of significant issues affecting the Personnel Unit

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.1.4 Animal Care and Welfare Unit Leader

Function Description:

The Animal Care & Welfare Unit at the Operational Area EOC determines the need for care and shelter of animals displaced or put at risk as a result of an emergency, particularly those belonging to persons who are in a shelter situation. Animals at risk may include domestic pets, farm livestock, and wild animals that may require emergency services. This unit will, in coordination with the Medical & Health Branch, develop and implement a plan for providing services to endangered animals during an emergency.

Responsibilities:

1. Assess the status of animal care needs within all local governments in the operational area
2. Determine status of available shelters and establish locations for additional sheltering
3. Determine the need for county animal care and veterinary services
4. Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency
5. Coordinate as necessary with other EOC positions on Animal Care & Welfare issues and requirements
6. Supervise the Animal Care & Welfare Unit

Animal Care and Welfare Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Contact jurisdictional animal welfare facilities and determine their status and ability to function
- ☐ Ensure that animal control measures are in effect and animal care and sheltering services are appropriate for the emergency
- ☐ Determine location and time of any animal welfare facilities that are activated
- ☐ Obtain phone numbers for all essential animal care locations and/or personnel that may have contact with the EOC. Utilize resources in Animal Care Annex as necessary.
- ☐ Determine status of available communications systems
- ☐ Obtain current level of staffing and anticipated needs for additional personnel. Work closely with Liaison Officer and Human Resources Unit Leader to include Volunteer/Service Programs (VSPs) personnel where needed and available and make sure volunteers are registered Disaster Service Workers
- ☐ Determine location and status of major incidents involving a threat to or from animals
- ☐ Determine extent of damage to, and the operational capacity of all animal shelter facilities in the operational area. Provide this information to Situation Analysis Unit.
- ☐ Coordinate with Care & Shelter Unit the animal care needs of shelter residents
- ☐ Participate in EOC planning meetings, as required
- ☐ As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care
- ☐ Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations
- ☐ Assign specific duties to support staff, and supervise staff
- ☐ As needed, request additional resources through established ordering procedures

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.2 Support Branch Coordinator

Function Description:

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Support Branch provides for the coordination of county or local government support services to meet incident, DOC or agency needs. These services will include transportation, facilities, supplies and procurement, and resource tracking support.

Responsibilities:

1. Ensure transportation services are available to EOC and field personnel as required
2. Ensure essential facilities are obtained and furnished to support response efforts
3. Ensure supplies and materials not normally available through mutual aid are available to support response efforts
4. Ensure all resource requests are logged, prioritized and tracked throughout the emergency
5. Supervise the Support Branch

Support Branch Coordinator Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Based on the situation, activate the necessary units within the Support Branch:
 - Transportation Unit
 - Procurement Unit
 - Facilities Unit
 - Resource Tracking Unit
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting

Operational Phase:

- ☐ Ensure Branch and Unit position logs and other necessary files are maintained
- ☐ Keep all sections informed of the status of transportation systems and resources, particularly those that are being restored
- ☐ Coordinate with all EOC sections/branches/units regarding transportation requirements
- ☐ Coordinate with all EOC sections/branches/units regarding essential facility requirements to support emergency services
- ☐ Ensure that appropriate supplies and materials are made available to EOC and field response teams
- ☐ Continually monitor all resource requests from other sections and field locations; ensure all requests are prioritized and tracked. Escalate problem situations to the Logistics Section Chief.

- ☐ Keep the Logistics Section Chief informed of the status of all Support Branch operations
- ☐ Prepare objectives for the Support Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting
- ☐ Refer all contacts with the media to the Public Information Branch

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.2.1 Transportation Unit Leader

Responsibilities:

1. In coordination with the engineering Branch coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations. Arrange for the acquisition or use of required transportation resources
2. Arrange for the acquisition or use of required transportation resources
3. Supervise the Transportation Unit

Transportation Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the effected area
- ☐ Routinely coordinate with the Engineering Branch Coordinator to determine the progress of route recovery operations
- ☐ Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and material
- ☐ Establish contact with local transportation resources for use in evacuations and other operations as needed
- ☐ Keep the Support Branch Coordinator and Logistics Section Chief informed of significant issues effecting the Transportation Unit

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.2.2 Facilities Unit Leader

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed
3. Supervise the Facilities Unit

Facilities Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC
- ☐ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the local government level
- ☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly
- ☐ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager
- ☐ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and

equipment at the site; hours of operation, and the name and phone number of the Facility Manager

- ☐ Ensure all structures are safe for occupancy and that they comply with ADA requirements
- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility
- ☐ Keep the Support Branch Coordinator and Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.2.3 Supply/Procurement Unit Leader

Responsibilities:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels
2. Coordinate procurement actions with the Finance/Administration Section
3. Coordinate delivery of supplies and material as required
4. Supervise the Supply/Procurement Unit

Supply/Procurement Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Determine if requested types and quantities of supplies and material are available in inventory
- ☐ Determine procurement spending limits with the Purchasing Unit in the Finance/Administration Section. Obtain a list of pre-designate emergency purchase orders as required

- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materials. Verify that the request has not been previously filled through another source
- ☐ In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status
- ☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area
- ☐ Determine unit costs of supplies and materials from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order
- ☐ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed
- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the finance/Administration Section for development of necessary agreements
- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit
- ☐ In coordination with the Personnel unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested
- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations
- ☐ Keep the Logistics Section chief informed of significant issues affecting the Supply/Procurement Unit

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

4.2.4 Resource Tracking Unit Leader

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/location status information
2. Develop and maintain resource status/location boards in the Logistics Section
3. Supervise the Resource Tracking Unit

Resource Tracking Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on identification and determine EOC operational status.
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Coordinate closely with all units in the Logistics Section particularly supply/Procurement, Personnel, and Transportation
- ☐ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled
- ☐ Status boards should track requests by providing at a minimum, the following information; date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party
- ☐ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request
- ☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following; actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

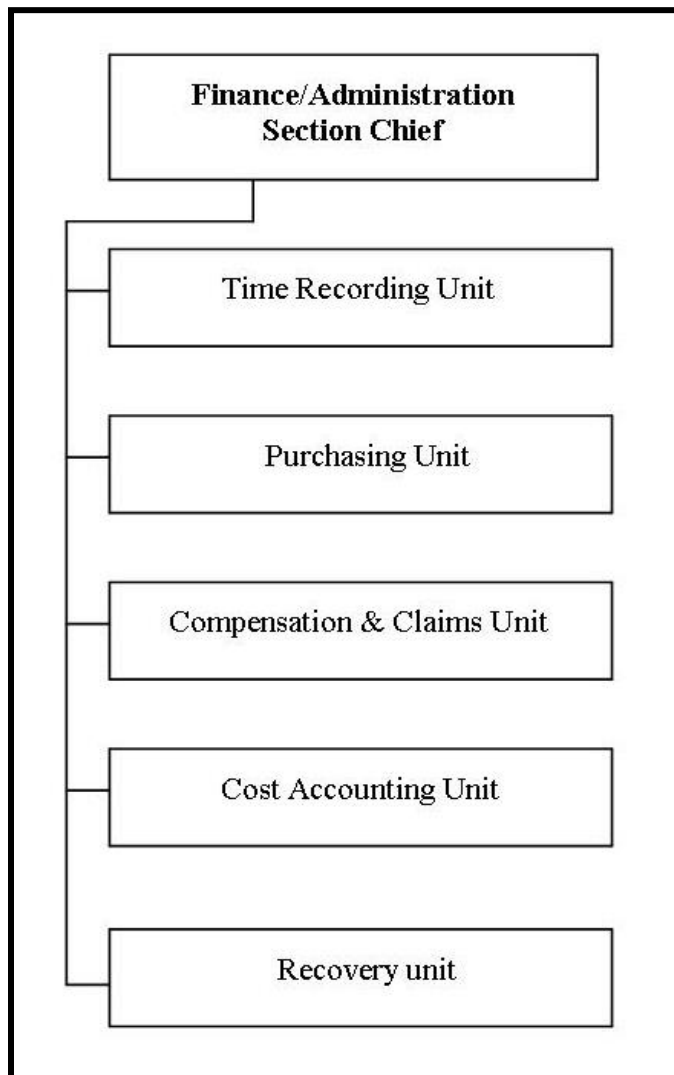
Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

Modoc County Operational Area

EOC Function Specific Checklists

Finance/Administration Section



Finance/Administration Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Finance/Administration Section of the Operational Area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.

When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Units. The functions described here are those activities that may need to be activated during EOC activation for the Finance/Administration Section at the Operational Area EOC.

Staffing:

The Determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of Modoc County OES.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies.)
- Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities

5.0 Finance/Administration Section Chief

Function Description:

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

Responsibilities:

1. Ensure that all financial records are maintained throughout the emergency
2. Ensure that all on-duty time is recorded for all emergency response personnel
3. Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs
4. Ensure there is a continuum of the payroll process for all employees responding to the emergency
5. Determine purchase order limits for the procurement function in Logistics
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation

8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services (CalEMA)
11. Supervise the finance/Administration Section

Finance/Administration Section Chief Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your identification and determine EOC operational status
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift
- ☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place
- ☐ Based on the situation, activate units within section as needed and designate Unit Coordinators for each element
 - **Time Keeping Unit**
 - **Cost Accounting Unit**
 - **Compensation & Claims Unit**
 - **Purchasing Unit**
 - **Recovery Unit**
- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section
- ☐ Meet with all Unit Leaders, determine the initial Action Planning objectives for the first operational period
- ☐ Notify the EOC Director when the Finance/Administration Section is operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

Operational Phase:

- ☐ Ensure that Finance/Administration Section position logs and other necessary files are maintained
- ☐ Ensure that displays associated with the Finance/Administrative Section are current and that information is posted in a legible and concise manner
- ☐ Participate in all Action Planning meetings
- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan
- ☐ Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis
- ☐ Ensure that the Recovery Unit maintains all financial records throughout the emergency

- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation
- ☐ Ensure that the Time Keeping Unit processes all time-sheets and travel expense claims promptly
- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC sections as required
- ☐ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency management Agency (FEMA) and/or the Governor's Office of Emergency Services

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

5.1 Time Keeping Unit Leader

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the emergency
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the budget and payroll office
3. Supervise the Time Keeping Unit

Time Keeping Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your identification and determine EOC operational status
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Initiate, gather and update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with policy

- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them
- ☐ Establish a file for each employee or volunteer within the first operational period; maintain a fiscal record for as long as the employee is assigned to the response
- ☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
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5.2 Cost Accounting Unit Leader

Responsibilities:

1. Responsible for collecting cost information, performing cost-effectiveness analysis and providing cost estimates and cost savings recommendations
2. Supervise the cost Accounting Unit

Cost Accounting Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your identification and determine EOC operational status
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Establish (or implement) an accounting system and special cost codes associated with this emergency
- ☐ Monitor all emergency expenditures
- ☐ Ensure that all sections and units are documenting cost related information
- ☐ Collect and compile cost information at the end of each shift
- ☐ Obtain and record all cost data to cover:
 - Personnel

- Equipment
- Rental/Contract Equipment
- Supplies from outside vendors
- Contracts for special or emergency services
- ☐ Coordinate with the Documentation Unit on content and format of cost related files to be transferred
- ☐ Review existing documentation to determine if there are additional cost items that may have been overlooked
- ☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required
- ☐ Compile cumulative cost records on a daily basis
- ☐ Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes
- ☐ Ensure that estimate costs are replaced with actual costs where known
- ☐ Provide verbal or written reports to the Finance/Administration Section Chief upon request
- ☐ Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency
- ☐ Organize and prepare records for audit as necessary
- ☐ Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process
- ☐ Prepare all required state and federal documentation as necessary to recover allowable costs

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
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- ☐ Leave a forwarding phone number where you can be reached

5.3 Compensation and Claims Unit Leader

Responsibilities:

1. Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency
2. Complete all forms required by workers' compensation program
3. Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations
4. Supervise the compensation and Claims Unit

Compensation and Claims Unit Leader Checklists:

Activation Phase:

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your identification and determine EOC operational status
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during and emergency
- ☐ Investigate all injury and damage claims as soon as possible
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time frame consistent with jurisdiction's policy and procedures
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards
- ☐ Keep the Finance/Administration coordinator informed of significant issues affecting the Compensation and Claims Unit
- ☐ Forward all equipment or property damage claims to Recovery Unit

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached

5.4 Purchasing Unit Leader

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits
3. Supervise the Purchasing Unit

Purchasing Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your identification and determine EOC operational status
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Review the emergency purchasing procedures
- ☐ Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/Administration Section Chief
- ☐ Ensure that all contracts identify the scope of work and specific site locations
- ☐ Negotiate rental rates not already established, or purchase price with vendors as required
- ☐ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies
- ☐ Finalize all agreements and contracts as required
- ☐ Complete final processing and send documents to Budget and Payroll for payment
- ☐ Verify costs data in the pre-established vendor contracts and/or agreements
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
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5.5 Recovery Unit Leader

Responsibilities:

1. Determine impacts of the emergency requiring recovery planning
2. Initiate recovery planning meetings with appropriate individuals and agencies
3. Develop the initial recovery plan and strategy for the jurisdiction
4. Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process
5. Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort
6. Supervise the Recovery Unit

Recovery Unit Leader Checklists:**Activation Phase:**

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your identification and determine EOC operational status
- ☐ Obtain briefing from available sources
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift

Operational Phase:

- ☐ Monitor the current situation report to include recent updates and determine overall impacts of the emergency
- ☐ Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report
- ☐ Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts
- ☐ Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers
- ☐ Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed
- ☐ Develop a recovery plan and strategy for the jurisdiction or agency
- ☐ Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy
- ☐ In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure
- ☐ Be prepared to provide input to the After Action/Corrective Action report
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached