

Emergency Operations Plan



Stanislaus State

2021 – 2022

Last Revision Feb. 1, 2022



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Letter of Promulgation

The preservation of life and property is an inherent responsibility of local, state, and federal government. The University has prepared this Emergency Operations Plan (EOP) to ensure the most effective and efficient response to emergencies or disasters that may affect the University community.

This plan has been developed to reduce the potential impacts of an emergency or disaster on the University, with the response priorities of saving lives, protecting property, and safeguarding the environment. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of efforts of the various emergency staff and service elements utilizing the California Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). The Incident Command System (ICS) will be utilized in all on-scene management of emergency events.

The objective of this plan is to incorporate and coordinate all facilities and personnel of the University into an efficient organization capable of responding to any emergency. This EOP is an extension of the local and state emergency operations plans and will be utilized in support of local emergency operations.

The University's administration gives its full support to this plan and requires all University personnel assigned with emergency management responsibilities to read and understand all components within this plan.

This promulgation letter provides formal authority for all assigned University personnel to perform their identified roles and responsibilities before, during and after an emergency.

Upon concurrence by the president, the Stanislaus State Emergency Operations Plan (EOP) will be officially adopted and promulgated.

A handwritten signature in black ink, appearing to read "Ellen Junn". The signature is fluid and cursive, with a large, stylized initial "E".

Ellen Junn, Ph.D.
President
Stanislaus State

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Approval and Implementation

This EOP is written to provide the University with guidelines for emergency management with the purpose of protecting life and property and minimizing the impact of disasters and emergencies on the University as much as possible. This plan supersedes all previous versions of the plan.

The University's administration urges all officials, staff, faculty, and students, individually and collectively, to be familiar with the plan and take a role in their own efforts of personal emergency preparedness.

Departments that have assigned emergency management and response roles and responsibilities will review the EOP and submit any update/changes to the Emergency Manager for review and consideration. The Stanislaus State Emergency Manager, without the signed consent of the President, can make minor revisions to this plan. The EOP will be submitted to the Vice President for Business and Finance/CFO for review and then to the University President for adoption. Changes to the plan will be transmitted to appropriate entities and recorded on the Record of Changes and Record of Distribution lists.

All personnel identified in the EOP shall abide by and cooperate fully with the actions described in this plan when it is executed. Any or all parts of the EOP may be activated based on authority of the President.



03/07/2022

President Ellen Junn

Date

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Record of Changes

This sheet should be completed each time the Emergency Operations Plan is reviewed and/or modified. The Emergency Operations Center Manager is responsible to coordinate, review and update this plan annually, or more frequently as needed per California State University Emergency Management Program – Executive Order 1056.

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated to and implemented by those with roles and responsibilities within this plan.

No.	Date	Summary of Changes	Name
1	10/2020	Updated Plan Review and Record of Changes. Updated Record of Distribution. Revised the Hazard and Vulnerability Analysis. Revised the Multi-Year Training and Exercise Plan. Updated the Emergency Operations Center Director. Updated the Safety Officer. Updated Turlock Campus Evacuation Map. Updated Stockton Center Evacuation Map. Updated the Student Health Center Response. Updated Rapid Assessment Checklist Annex Titles <ul style="list-style-type: none">a. EOC Directorb. Safety Officerc. EOC Coordinatord. Planning Section Chief	K. Marshall
2	8/2021	Updated Plan Review and Record of Changes. Updated Record of Distribution. Revised the Multi-Year Training and Exercise Plan. Updated	M. Strobe

		<p>Turlock Campus Evacuation Map. Separated the Letter of Promulgation and Approval & Implementation into two documents and made revisions. Revised the Purpose, Scope and Assumptions under the Emergency Operations section. Added Situation Overview. Updated Phases of Emergency Management to include Prevention. Added Image to reflect the Five Phases of Emergency Management. Updated the Hazard Vulnerability Risk Assessment. Updated the Rapid Assessment Checklist Annex Titles.</p> <ul style="list-style-type: none"> a. EOC Director b. EOC Coordinator c. Operations Section Chief d. Situation Status Unit Leader e. Documentation Unit Leader f. Logistics Section Chief g. Movement/Trans Branch Dir. h. Procurement and Contracts i. Human Resources 	
3	11/2021	Updated job titles of those who hold positions in the EOC.	M. Strobe
4	11/2021	Updated Supplemental Review List, and modified the Functional and Full-Scale Exercise definitions	M. Strobe
5	12/2021	Updated the job titles of the Policy Group and members of the Executive Strategic Assessment and Response Committee (ESARC)	M. Strobe

6	1/2022	Updated the Chain of Succession, President's signature stamp on the Letter of Promulgation.	M. Strobe
7	2/2022	Updated the Executive Policy Group & Executive Strategic Assessment and Response Committee Organization Chart	M. Strobe

Record of Distribution

A copy of this EOP will be sent to emergency management personnel and University departments with identified roles and responsibilities in emergency operations. The plan is also available publicly for PDF download from the University's Emergency Information webpage at: www.csustan.edu/emergency. Those with a role in disaster response are encouraged to have digital access to this plan, or a printed copy of this plan available.

Listed below are university personnel to whom this plan has been distributed.

Agency	Name	Title	Date	Quantity
Stan State	Ellen Junn	President	3/2022	1
Stan State	Richard Ogle	Provost/ VP for Academic Affairs	3/2022	1
Stan State	Mary Stephens	Interim VP for Business & Finance	3/2022	1
Stan State	Christine Erickson	VP for Student Affairs	3/2022	1
Stan State	Michelle Lahti	VP for University Advancement	3/2022	1
Stan State	Gitanjali Kaul	VP for Strategic Planning, Enrollment Management, and Innovation	3/2022	1
Stan State	Julie Johnson	Sr. AVP for Human Resources, Equal Opportunity, and Compliance	3/2022	1
Stan State	Rosalee Rush	Sr. AVP Communications, Marketing, and Media Relations	3/2022	1

Stan State	Neisha Rhodes	Director for Presidential Initiatives	3/2022	1
Stan State	Nina Rocha	Director, Administrative Operations	3/2022	1
Stan State	Terry Jones	Interim AVP Faculty Affairs	3/2022	1
Stan State	Regan Linderman	AVP, Financial & Support Services	3/2022	1
Stan State	Julia Reynoso	AVP, Capital Planning & Design	3/2022	1
Stan State	Heather Dunn Carlton	AVP, Student Engagement and Wellbeing/Dean of Students	3/2022	1
Stan State	David Evans	Dean, College of Science	3/2022	1
Stan State	Tomas Gomez-Arias	Dean, College of Business Administration	3/2022	1
Stan State	Faimous Harrison	Dean, Stockton Campus	3/2022	1
Stan State	Oddmund Myhre	Dean, College of Education, Kinesiology, and Social Work	3/2022	1
Stan State	Ronald Rodriguez	Dean, Library Services	3/2022	1
Stan State	James Tuedio	Dean, College of Arts, Humanities, and Social Sciences	3/2022	1

Stan State	Cynthia Borges Odell	Director, Psychological Counseling	3/2022	1
Stan State	Frank Borrelli	Support Services Manager	3/2022	1
Stan State	Amy Diaz	Director, Student Health Center	3/2022	1
Stan State	Monica Doll	Interim Director, Fundraising & Special Events	3/2022	1
Stan State	Renee Giannini	Director, Housing & Residential Life	3/2022	1
Stan State	Victor Lucatero	Director, Student Recreation Center	3/2022	1
Stan State	Kellie Marshall	Interim Director of Safety & Risk Management	3/2022	1
Stan State	Sergio Mazon	Student Health Center Physician	3/2022	1
Stan State	Tim Overgaauw	Sr. Director, Operations & Construction	3/2022	1
Stan State	Heather Pearson Villeda	Assoc. Director, Residential Life	3/2022	1
Stan State	Cesar Rumayor	Executive Director of the University Student Center	3/2022	1
Stan State	David Sawyer	Director, Procurement & Contracts	3/2022	1
Stan State	Cheri Silveira	Police Captain	3/2022	2

Stan State	Kristina Stamper	Director for Communication & Creative Services	3/2022	1
Stan State	Clint Strode	Chief of Police	3/2022	2
Stan State	Amanda Theis	Chief of Staff, Provost Office	3/2022	1
Stan State	Marvin Williams	Director, Disability Resource Services	3/2022	1
Stan State	Nathan Zierfuss-Hubbard	ISO/Interim Director, Client Services	3/2022	1
Stan State	Huong Armstrong	UPD Administrative Analyst	3/2022	1
Stan State	Alex Aust	Residential Life Coordinator	3/2021	1
Stan State	Donna Birch Trahan	Public Affair & Communication Specialist	3/2022	1
Stan State	Teri Burgess	Business & Finance Confidential Office Support	3/2022	1
Stan State	Tamara Butler	Covid-19 Response Specialist	3/2022	1
Stan State	Phyllis Crittendon	Buyer III, Procurement and Contracts	3/2022	1
Stan State	April Dunham-Filson	Environmental Health & Safety Specialist	3/2022	1

Stan State	Francine Gutierrez	Controller, Business and Finance	3/2022	1
Stan State	Kelly Jacquay	Covid-19 Response Specialist	3/2022	1
Stan State	Christina Knott	Confidential Admin. Asst. Human Resources	3/2022	1
Stan State	Dawn Ramirez	Administrative Assistant, Fundraising & Special Events	3/2022	1
Stan State	Malinda Simao	Safety & Risk Admin Analyst	3/2022	1
Stan State	Misty Strode	Emergency Management & Business Continuity Specialist	3/2022	2
City of Turlock Police	Miguel Pacheco	Captain	3/2022	1
City of Turlock Fire	Fire Chief	Fire Chief	3/2022	1
City of Stockton Police	Scott Graviette	Lieutenant	3/2022	1
City of Stockton Fire	Richard Edwards	Fire Chief	3/2022	1
Stanislaus County OES	Aaron Wilson	Emergency Services Coordinator	3/2022	1

San Joaquin County OES	Christopher Miller	Senior Emergency Planner	3/2022	1
Emanuel Medical Center	Jana Mitchell	Emergency Preparedness Manager	3/2022	1
Turlock Irrigation District	Jason Hicks	Emergency & Security Manager	3/2022	1

Supplemental review and input to relevant sections of the EOP should be conducted by campus personnel who have specialized knowledge of specific emergency response procedures, as well as any needs of specialized populations on campus. Such personnel include, but are not limited to:

- Representatives from Student Health Services
- Representatives from Disability Resource Services
- Representatives from Human Resources, Equal Opportunity & Compliance
- Representatives from Faculty Affairs
- Dean of Stockton Center
- Representatives from Facilities Services
- Representatives from University Police

Review and update of the Hazardous Materials Contingency Plan and the Business Continuity Plan shall be the responsibility of the Director of Safety & Risk Management.

When updating, changes in policy, local ordinances, state, and federal laws, as well as accepted best practices will be considered and incorporated into the Emergency Operations Plan. Following the update of the plan, the Director of Safety & Risk Management will be responsible for preparing, coordinating, publishing, and distributing revisions to the Emergency Operations Plan. Copies of this plan will be distributed as noted in the Record of Distribution.

Table of Contents

Letter of Promulgation	i
Approval and Implementation	iv
Record of Changes.....	vi
Record of Distribution	ix
Basic Plan.....	1
Purpose.....	1
Scope	1
Situation Overview	2
Assumptions	4
Authorities and References	4
Authorities	4
References	6
Priorities	8
Chain of Succession	8
Hazard, Vulnerability & Risk Analysis	9
Emergency Declarations.....	11
University Emergency.....	11
Local/Operational Emergency	12
State of Emergency	13
State of War Emergency.....	14
Presidential Declaration	14
Phases of Emergency Management	15
Preparedness.....	16
Exercises	18

Response	21
Recovery	23
Mitigation	25
Prevention	26
Concept of Operations	27
Field Level Coordination: ICS	27
General	27
Incident Command	27
Unified Command.....	28
Strategic Coordination: Emergency Operations Center (EOC)	28
EOC Organizational Structure.....	30
Location	31
EOC Activation	31
EOC Activation Levels	32
Policy – Level Coordination: Executive Policy Group	35
ESARC Group Members:.....	36
Executive Policy Group & Executive Strategic Assessment and Response Committee	37
Executive Policy Group Location	37
Emergency – Specific Equipment	37
Communications.....	38
Disaster Assistance Teams.....	38
Infectious Disease Response Team	39
Stanislaus County Amateur Radio Emergency Service.....	39
Building Marshal & Monitor Program	39

EOC Position Description	40
Emergency Operations Executive	40
Emergency Operations Center Director	40
Public Information Officer	41
Safety Officer	41
EOC Coordinator	41
Campus Liaison Officer	41
Operations Section Chief	42
Planning Section Chief	43
Logistics Section Chief	44
Finance/ Administration Section Chief	45
Mutual Aid	46
Mutual Aid Requirements	46
Annexes	47
Communication and Notification Annex	47
Public Safety Answering Point (PSAP)	47
Telephone Service Interruption.....	48
StanAlert Emergency Notification System (ENS).....	49
Hand-Held Radios	51
Emergency Alert Hotline: 1-877-STAN-411 (1-877-782-6411).....	51
KCSS-FM (Stanislaus State Radio Station 91.9)	51
Amateur Radio Emergency Services (ARES)	51
Social Media	52
Accessible Technology Initiative (ATI)	52
International Students.....	52

Campus Auxiliaries	52
Evacuation Annex	53
Campus-wide Evacuation	53
Localized Evacuation	54
Elevator Evacuation	54
Evacuation of Individuals with a Disability or an Access & Functional Need (AFN)	54
Evacuation Responsibilities	56
Emergency Evacuation Gathering Areas	58
Shelter-in-Place Annex	62
Individuals with disabilities or Access and Functional Needs (AFN)	63
Mutual Aid Annex	64
Fire Department Related Emergency	64
Law Enforcement Emergency	64
Emergency Operations Center (EOC)	64
Public Health, Medical, and Mental Health Annex	66
Public Health Response	66
Medical Response	66
Student Health Center Response	67
Mental Health Response	69
Threat or Hazard Annexes	71
Active Shooter Annex	71
Earthquake Annex	73
Fire Annex	79

Flood Annex.....	81
Severe Weather Annex.....	83
Utility Failure Annex	85
Hazardous Materials Emergency Response Annex	89
Pipeline Emergency Response Annex.....	88
Rapid Assessment/ Checklist Annex.....	94
Executive Emergency Operations Staff Checklists	94
Emergency Operations Center Staff Checklists	98
EOC Command Staff	100
EOC Director	100
Safety Officer.....	108
Public Information Officer	114
EOC Coordinator.....	121
Campus Liaison Officer	126
EOC General Staff	131
Operations Section Chief.....	131
Planning Section Chief.....	180
Logistics Section Chief	196
Finance/Administration Section Chief.....	219

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Basic Plan

Purpose

The purpose of this plan is to outline the process on the Stanislaus State campus for effectively managing emergency incidents, which can only be addressed by the collaboration and cooperation of different organizations on and off campus. The plan provides an overview of operational concepts and identifies components of the University's emergency/disaster management organization and the overall responsibilities of the University, as well as the federal, state and county entities, for protecting life and property and assuring the overall well-being of the population.

The Emergency Operations Plan (EOP) is a collection of components rather than a single document and includes a Basic Plan and Annexes. Together, these plan elements coordinate to form one EOP.

Scope

This EOP is a preparedness document, designed to be read, understood, and exercised prior to an emergency or disaster. This plan provides guidance to the Stanislaus and Stockton Campus. This plan is flexible and may include some variance, as Stockton's Campus' primary response agencies are the City of Stockton Police, and the City of Stockton Fire Department. The plan incorporates the concepts and principles of the National Incident Management System (NIMS), California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) into the emergency operations of Stanislaus State.

Situation Overview

Stanislaus State campus is 228 acres and is located within the City of Turlock. It is in the Inland Administrative Branch, Region IV, of the State Office of Emergency Services. Turlock is in the county of Stanislaus; It is the second largest city in the county, with an estimated population of 73,731. The campus has a diverse student population of approximately 11,163 students and just over 1,000 faculty and staff members. The campus is surrounded by residential housing and is less than a mile away from SR99.

There is residential housing on campus with the ability to accommodate approximately 750 students. Most students are only on campus during the fall/spring semester. The population of the University also shifts during winter and summer sessions, as most students spend that time at their primary residence. The number of faculty and staff on campus during winter/summer is also significantly reduced.

The University Police Department has primary law enforcement jurisdiction on the grounds of Stanislaus State in Turlock, with authority extended to anywhere within the state. UPD is responsible for the 24-hour protection of the entire campus community. Additionally, the University Police and Turlock Police Services share dispatching and mutual officer assistance through a memorandum of agreement.

Stanislaus State has an off-campus center in the county of San Joaquin, in the City of Stockton. The campus is in University Park, a 102-acre site in Stockton's Magnolia District. There are approximately 1,000 students that attend classes at the Stockton Campus, and 19 faculty and staff members. All academic programs and services are in Acacia Court facility. This near 250,000 square foot facility houses the Stockton Campus' Office of Enrollment Services, faculty and staff

offices, classrooms, computer and teaching labs, distance-learning classrooms, student lounges, study areas, and the Library Access Center. The University contracts with Grupe Commercial Services as the property management company who oversees the security and maintenance of the Stockton Center. Grupe Commercial Services contracts with an outside security company, Securitas Security, which acts as a liaison between the Stockton Police Department and site management, by observing, reacting to, and promptly reporting developments that may affect safety on the property. Criminal or suspected criminal activity will be reported to the Stockton Police Department. The City of Stockton Police Department and the University Police Department share information affecting the Stockton Center through a memorandum of understanding.

Although Stanislaus State has not had a significant history of damage due to threats or hazards, there is no way to know when one may happen.

This list of natural and human-made emergencies is not an all-encompassing list but provides an overview of potential threats to Stanislaus State.

- Major Earthquake
- Hazardous Materials Incident
- Severe Weather
- Fire
- Wildfire Smoke
- Civil Unrest
- Transportation Accident-Air Crash
- Transportation Accident-Train Derailment
- Criminal activity with imminent threat (e.g., active shooter, fleeing suspect with weapon)
- Significant Power Outage
- Terrorism

- Public Health Emergency (Epidemic/Pandemic)

Assumptions

The Emergency Operations Plan is based on a realistic approach to the problems likely to be encountered by the University during a major emergency or disaster.

The plan assumes that:

- An emergency or disaster can occur at any time of the day or night, weekends, or holidays, with little or no warning.
- Mutual aid assistance will be requested when disaster response and relief requirements exceed Stanislaus State's ability to meet them.
- Since events in an emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification to meet the demands created by the emergency or disaster.
- In emergencies or disasters, the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) will be utilized.
- Disasters may affect widespread areas; therefore, city, county, state, and federal emergency assistance may not be available for as long as 72 hours (about 3 days).

Authorities and References

Authorities

This EOP uses the foundation provided by the Homeland Security Presidential Directive (HSPD) 5 and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) to describe a comprehensive, all-hazards approach to

emergency management at Stanislaus State. The plan also adheres to Public Law 106-390, the Disaster Mitigation Act of 2000, and Homeland Security Presidential Policy Directive (HSPD) 8: National Preparedness. Additionally, the document was written in accordance with the safety and security requirements outlined in the Higher Education Opportunity Act.

This EOP also adheres to the National Preparedness Goal, which emphasizes preparedness as an overarching mission that guides the entire emergency management program by identifying five mission areas: Prevention, mitigation, preparedness, response, and recovery. The EOP allows for coordination with local, state, and federal government entities to move toward a unified goal of preparedness. At the institutional level, Stanislaus State will engage the whole University community to build and maintain a comprehensive culture of preparedness, using this EOP as a guide.

The EOP can be used in conjunction with other emergency operations plans to include local, regional, and state plans. Specific county and state authorities with which the EOP coordinates are listed in the references section.

Ultimate responsibility for the protection of life, property, and the environment as well as the preservation of health and safety of the University community rests with executives of Stanislaus State. Besides this plan, authority for the University to respond to emergencies and to take protective actions to safeguard its community is set forth in directives which are listed in the references section.

Stanislaus State also complies with the Americans with Disabilities Act (ADA) of 1990, which states that emergency programs, services, activities, and facilities must be accessible to people with access and functional needs (AFN). ADA requirements include reasonable modifications to policies,

practices, and procedures when necessary to accommodate persons with access and functional needs and to ensure effective communications throughout emergencies. The department of Safety & Risk Management will work with the Disability and Compliance Committee (DACC) at Stanislaus State to appropriately address emergency plans and procedures in accommodating persons with access and functional needs.

References

Stanislaus State created this plan as a commitment to maintain a safe, secure, disaster-resistant, and resilient University. In drafting this document, the University employed emergency planning guidance, best practices, and regulations at the local, state, and federal levels as well as higher-education specific sources. The following documents and sources were referenced during the planning process:

Federal

- National Response Framework (2019)
- National Incident Management System (2017)
- Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (2013)

State

- State of California Emergency Plan (2017)
- California Office of Emergency Services Continuity Planning Guidance, Disaster Preparedness (2019)
- California Office of Emergency Services Active Shooter Awareness Guidance (2018)

Local

- Stanislaus County Multi-Jurisdictional Hazard Mitigation Plan (2017)

- Memorandum of Understanding between the County of Stanislaus and American Red Cross – Stanislaus County (2014)
- Stanislaus County Continuity of Operations Plan

Industry Best Practices

- National Fire Protection Association (NFPA) 1561: Standard on Emergency Services Incident Management System
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs
- Emergency Management Accreditation Program (EMAP) Standard

University

- California State University Emergency Management Program – Executive Order 1056
- California State University Business Continuity Program – Executive Order 1014
- California State University Board of Trustees Policy on Disability Support and Accommodations – Executive Order 926
- Department Standard Operating Procedures
- Continuity of Operations Plan
- Department Business Continuity Plans (BCPs) available in the StanReady system
- Emergency finance and procurement procedures

Priorities

The Priorities of the plan are:

- To save human lives
- To protect property
- To provide for the needs of survivors
- To provide public information
- To restore essential services and instruction

Chain of Succession

If the President is not present or is disabled, the authority and responsibility of activating this Emergency Operations Plan shall follow this chain of succession:

Acting President

1. Provost/ Vice President for Academic Affairs
2. Vice President for Student Affairs
3. Vice President for Business & Finance and CFO
4. Vice President for Strategic Planning, Enrollment Management, and Innovation
5. Vice President for University Advancement
6. Director for Presidential Initiatives/Gov't Relations or
Director for Administrative Operations, Office of the President
7. Senior Associate Vice President for Human Resources,
Equal Opportunity, and Compliance
8. University Police Chief

Hazard, Vulnerability & Risk Analysis

The Hazard, Vulnerability and Risk Assessment (HVRA) is a three-step risk assessment process that helps the University understand its risks and what we need to do to address those risks by answering the following questions:

- What threats and hazards can affect our campus community?
- If they occurred, what impacts would those threats and hazards have on our community?
- Based on those impacts, what capabilities should our community have?

The outputs from this process lay the foundation for determining the campus community's capability gaps.

Building a culture of preparedness requires the University to understand what risks to prepare for and how to prepare for them. The HVRA assesses the impacts of the most catastrophic threats and hazards to the University and establishes capability targets to manage them.

The CSU (California State University) Chancellor's Office contracted with Witt O'Brien's to provide a systemwide Hazard Vulnerability Risk Assessment. In that document each campus is provided a campus specific HVRA. A printed copy of the HVRA will remain in the EOC.

In the initial phase of the planning process, the Campus Assessment Team considered 14 hazards and the risks they created for the University. The hazards initially considered, and the future occurrence probability of those hazards are shown in the table below.

Hazard	Future Occurrence Probability
Communicable Disease	Highly Likely
Dam and Levee Failure	Unlikely
Drought	Highly Likely
Earthquake	Possible
Erosion	Likely
Extreme Temperature	Possible (Heat only)
Flood	Possible
Hazardous Materials	Unlikely
Landslide	Unlikely
Power Outage	Likely
Sea Level Rise	N/A
Tsunami	N/A
Volcano	Unlikely
Wildfire	Unlikely-(Fire), Possible-(Smoke)

Future Occurrence Probability

To determine the probability of future occurrences of each hazard profiled, the follow scale was developed.

Highly Likely- 76%-100% that the hazard would occur annually.

Likely- 50%-75% that the hazard would occur annually.

Possible- 11%-49% that the hazard would occur annually.

Unlikely- 0%-10% that the hazard would occur annually.

Emergency Declarations

The declaration of a state of emergency has several effects, including the activation of the Emergency Operations Plan, Disaster Service Worker Program, a multitude of state and federal regulations and eligibility for certain mutual aid assistance and cost recovery programs. The California Office of Emergency Services (Cal OES) has established levels of emergency response, based on the severity of the event and the availability of local resources. Response to a major emergency or disaster will progress from *local to regional to state to federal involvement*. An emergency affecting the University may be declared by any combination of the following means.

University Emergency

The University President, or highest-ranking available administrator, may declare a “Campus Emergency” when conditions exist that threaten the ability of the University, operating under normal conditions to safeguard the lives and property of the University community or when necessary to maintain the orderly conduct of University business (California Administrative Code, Title 5, Sections 41302 and 42402). Whenever possible, this will be done in coordination with the California State University Office of the Chancellor.

Declaration of Campus Emergency provides the University with the authority to:

- Activate the Emergency Operations Plan
- Facilitate the University’s participation in mutual aid consistent with the provisions of local/ regional/ state/ federal ordinances, resolutions, emergency plans and agreements
- In the absence of a State of War Emergency or State of Emergency, seek recovery of

extraordinary services incurred in executing mutual aid agreements

- Requisition necessary personnel and material of any department or agency
- Issue orders and regulations necessary to provide for protection of life and property

As the incident or situation diminishes, the University emergency must be evaluated and terminated as soon as conditions permit.

Local/Operational Emergency

At the local or operational area level, the local governing body or duly authorized local official, as specified by local ordinance, may declare a Local Emergency. Declarations normally will be made when there is an actual or threatened disaster or extreme peril to the safety of persons and property within the limits of a city, county and/or both city and county.

Declaration of a Local/Operational Emergency allows for the authority to:

- Request that the Governor declare a State of Emergency (if needed)
- Promulgate orders and regulations necessary to provide for the protection of life and property
- Participate in mutual aid consistent with the provisions of local/ regional/ state/ federal ordinances, resolutions, emergency plans and agreements
- Requisition necessary personnel and material of any department or agency

As the incident or situation diminishes, the local/operational emergency must be evaluated and terminated as soon as conditions permit.

State of Emergency

The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal OES. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power, as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all State agencies to utilize and employ personnel, equipment, and facilities for the performance of all activities designed to prevent or alleviate actual and threatened damage due to the emergency, and can direct them to provide supplemental services and equipment to political subdivisions to restore any services to provide for the health and safety of the residents of the affected area
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities
- Can request federal assistance and resources
- Can authorize funding under the California Disaster Assistance Act (CDAA) when the magnitude and severity of an emergency is beyond a local government agency's capacity and capability to respond and recover

State of War Emergency

In addition to a State of Emergency, the Governor can declare a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

Presidential Declaration

The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the states' response, recovery, and mitigation activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also aid under other authorities or agreements that do not require a Presidential Declaration.

Phases of Emergency Management

The Safety & Risk Management (SRM) department at Stanislaus State is the lead coordinating department for all campus-wide emergency management. Stanislaus State follows the National Preparedness Goal, which addresses five phases of emergency management: prevention, mitigation, preparedness, response, and recovery. SRM is responsible for the development, maintenance, and sustainability of a campus-wide comprehensive all-hazards, risk-based emergency management program that engages the whole community.

During each phase of emergency management, specific actions are taken to reduce and/or eliminate the threat of specific emergency situations.



Preparedness

This plan is always in effect to provide authorization to accomplish essential emergency preparedness activities. This phase involves activities undertaken in advance of an emergency. These activities will provide operational capabilities and improve effective response to disasters. Preparedness phase actions include:

- Developing, revising the EOP, department plans and hazard analyses
- Maintaining mutual aid operational relationships and plans
- Providing training for response personnel
- Testing and improving public information and communications systems
- Conducting exercises to validate the planning process

Those individuals and departments assigned emergency responsibilities will participate in developing and maintaining current Standard Operating Procedures and checklists for the support of the EOC. Elements of these procedures include:

- Provision to support, maintain, staff, direct and control University resources during a major disaster
- Specific emergency actions that will be assumed by staff and designated successors during an emergency
- Current department personnel notification rosters for personnel who may be required to return as a disaster worker or to staff the EOC
- Maintenance of mutual aid, agreements and contracts, and contacts with outside agencies, non-governmental organizations, and CSUs (California State University) who may provide services during an emergency

Emergency Management Training and Exercises

The objective of Stanislaus State's Emergency Management Organization is effective and timely response during emergencies. A good plan is a first step toward that objective but planning alone will not guarantee preparedness. Training is essential to make emergency operations response personnel ready to respond effectively. In accordance with CSU Records/Information Retention and Disposition Schedules Implementation – Executive Order 1031, emergency management training records are kept for a minimum of seven years.

In compliance with the CSU Emergency Management Program – Executive Order 1056, the University conducts the following levels of training:

- Provide training opportunities for the campus community on emergency procedures during a campus emergency
- EOC members shall receive initial training to include, but not limited to, SEMS, NIMS, and training specific to EOC roles and responsibilities and refresher training at least once a year
- Building Marshals and Monitors shall receive initial training and refresher training at least once a year to include but is not limited to roles and responsibilities, evacuation, shelter-in-place procedures, communication protocols, hazards, access and functional needs considerations, and overall campus emergency management organization
- Provide training specific to the campus Student Health Center as to the Center's responsibilities for emergency management functions and how/if they interface with emergency operations

Drills

A drill is a coordinated, supervised activity to test a single specific operation or function. The drill is used to provide training with equipment, develop new policies or procedures, or practice and maintain current skills. Testing should be done at least once a year.

Campus Building Evacuation Drills

During campus building evacuation drills, members of the campus community or building occupants practice evacuating the building in a safe and timely manner and gather in their designated [Emergency Evacuation Gathering Areas](#). These drills are conducted at least annually or more frequently as needed.

Exercises

Exercises should be designed to engage the campus community and get them working together to manage the response to a hypothetical incident. Exercises enhance the knowledge of plans, allow members to improve their own performance and identify opportunities to improve capabilities to respond to real events. Post-incident critiques often confirm that experiences gained during exercises were the best way to prepare the campus community to respond effectively to an emergency.

Tabletop Exercises

Tabletop Exercises are discussion-based sessions where departments meet in an informal setting to discuss their roles during an emergency and their responses to a particular emergency. Testing of at least one hazard event should be conducted once a year.

Functional Exercises

A Functional Exercise is used to test and evaluate the capability of the policy and operations personnel to respond to an emergency using a simulated event. Functional Exercises are intended to provide more stress and pressure to participants.

The exercise is conducted in a real time environment in an EOC. Testing should be done every other year.

Full – Scale Exercise

A Full – Scale Exercise takes place in real-time; employees treat real people and use emergency equipment in the field. They may involve multiple agencies and organizations which includes testing of mutual aid and assistance agreements and tests several emergency functions. The EOC is activated and produces a high-stress environment. Testing should be done every five years, however, activation of the EOC in response to an actual emergency or disaster will meet this testing requirement.

Multi – Year Training and Exercise Plan

Campus training will be conducted through various exercises throughout a given year in accordance with NIMS and the CSU Emergency Management Program – Executive Order 1056.

2021	2022	2023	2024
Tabletop	Tabletop	Tabletop	Tabletop
Drill	Drill	Drill	Drill
	Functional	Full-Scale	Functional

Increased Readiness

Stanislaus State will take appropriate action to increase readiness as a crisis begins to develop or when an imminent threat is identified. Actions taken during the buildup of a crisis are designed to increase the University’s ability to respond effectively. As part of the University’s continuity of operations planning, division and department heads should consider increasing their readiness by reviewing their business continuity plans (BCPs). This is a protective measure when there is a credible threat, long-term prediction, or advisory that could impact the University, Operational Area or State, or a rapidly deteriorating international situation that could lead to a

State of War. Actions to be accomplished during this phase include but are not limited to:

- Inspection of critical facilities
- Reviewing and updating the Emergency Operations Plan (EOP), Emergency Action Plan (EAP), Continuity of Operations Plan (COOP), Business Continuity Plans (BCP) and Standard Operating Procedures (SOP)
- Briefing the President's Cabinet
- Updating resource lists
- Mobilizing resources
- Testing warning and communications systems
- Disseminating accessible, accurate, timely, emergency public information
- Recruiting and training of additional staff in their role as Disaster Service Workers (DSW)

Personal Preparedness

It is important that University employees understand the role that their personal emergency preparedness plays in the University's successful response to a recovery from an emergency or disaster. All employees must consider their home and office personal preparedness to ensure they are able to care for their needs of themselves and their families during and after an emergency. Doing so ensures that employees may be able to return to the University when called upon as an essential employee or Disaster Service Worker.

Individuals with a disability or another access and functional need (D/AFN) should establish a "buddy system" and educate their "buddy" regarding the type of assistance needed to evacuate or be prepared for all types of emergencies.

Disaster Service Worker

All State of California, including Stanislaus State, employees are declared to be disaster service workers, subject to activities that may be assigned to them by their supervisor or pursuant to state law.

State of California Government Code, Section 3100, 3101

3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

3101. For the purpose of this chapter the term “disaster service worker” includes all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

Response

Pre-Impact

When the Stanislaus State Emergency Management organization recognizes the likelihood of an impending disaster, actions are precautionary and emphasize protection of life and property. The response phase is activated to coordinate emergency response activities such as:

- Disseminating timely warning, accessible emergency public information, and other advice and action instructions to the public
- Surveying and evaluating emergency situations
- Marshaling, allocating, and positioning personnel and equipment
- Evacuation of threatened populations to safe areas
- Identify the need for mutual aid and prepare requests

Immediate Impact

During this phase, emphasis is placed on saving lives, gaining control, and minimizing the effects of the disaster. Immediate response actions will be taken by Stanislaus State emergency responders and may include the CSU system mutual aid, local government, and operational area responders.

Actions:

- Activating incident command posts and the EOC
- Issuing emergency notifications and instructions to the campus community

Immediate Emergency

If an emergency occurs without warning, the EOC will be activated as rapidly as conditions permit. If a University Emergency is declared, the City of Turlock will be notified and may be requested to proclaim a Local Emergency.

Actions:

- Conduct evacuation and/or rescue operations as required.
- Continued dissemination of emergency notifications and instructions to the campus community.

Sustained Emergency

As the emergency continues, assistance is provided to persons affected by the disaster and efforts are made to reduce sustained damage. In addition to continuing life and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may also be initiated.

Actions:

- Providing for the care and treatment of casualties
- Providing for the mass care (food, lodging, etc.) needs of displaced people.

Recovery

At the onset of an emergency, actions are taken to enhance the effectiveness of recovery operations. Recovery includes both short-term activities designed to the restoration of critical functions, rapid debris removal, and the reestablishment of campus services, and long-term activities designed to return infrastructure and service delivery systems to pre-disaster conditions and cost recovery activities. The recovery activities will be occurring in conjunction with campus continuity of operations and department business continuity plans. The recovery period has major objectives which may overlap, including:

Actions:

- Provision of critical functions
- Reinstatement of the residential community
- Restoration of education delivery
- Temporary and permanent restoration of infrastructure
- Identification of residual hazards

- Recovery costs associated with response and recovery efforts.
- Coordination of State and Federal, private, and public assistance

Continuity of Operations Plan (COOP)/ Business Continuity Plans (BCP)

The Continuity of Operations Plan (COOP) is an overarching document which provides administrative guidance for disaster recovery and the timely return to the business of education. The COOP is available online at the [Stanislaus State Business Continuity Planning Website](#).

The COOP is needed to address exceptional and adverse operation conditions such as localized threats (i.e., earthquakes, fires, floods, bombs, etc.) or global threats (i.e., flu pandemic). As part of the overall Emergency Operations Plan (EOP), the COOP includes a list of the departments responsible for critical functions. The COOP is activated by the University Executives dependent on the level of recovery necessary.

Separate department BCPs are available online through the [StanReady](#) continuity plan system. The focus on department BCPs is to maintain, resume, and recover the critical functions of the University. BCPs are activated by the department head, leader(s), or manager(s) in conjunction with the University direction and COOP activation.

Emergency Response through Recovery

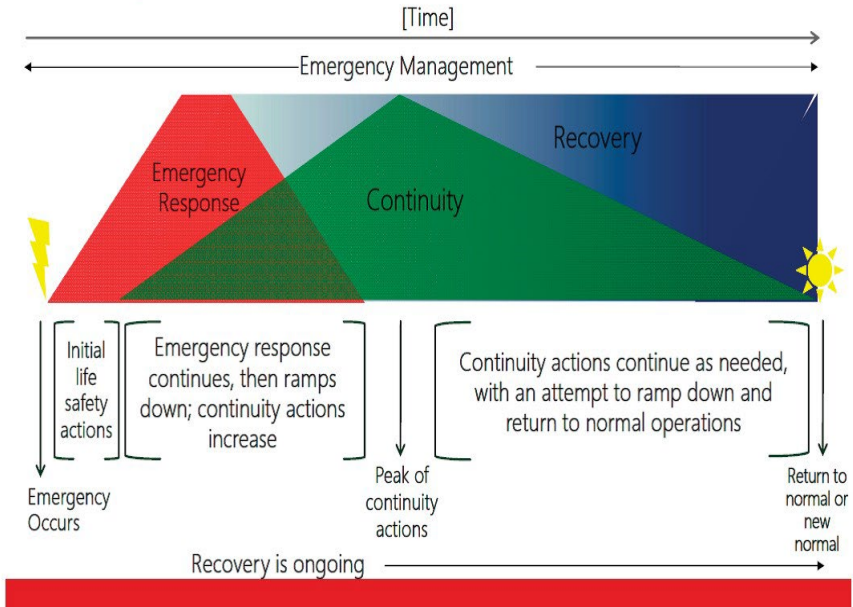


Image courtesy of WittO'Brien's Consulting

Mitigation

Mitigation refers to the activities that are designed to reduce or eliminate risks to persons or property or lessen the actual or potential effects or consequences of an incident. To achieve these goals, the University will:

- Identify areas of risk and develop and implement improvements to procedures and/or facilities.
- Consider emergency response in the development of campus.
- Comply with and enforce building and fire codes and campus policies that ensure a safe environment.

Prevention

Implementing and creating preventative measures that will meet the needs of the campus community through specific design standards.

- Area hazards and vulnerability assessments
- Workplace/campus violence prevention program
- Be aware and vigilant against potential threats to the University due to civil unrest, terrorist, or criminal incidents.

Concept of Operations

In accordance with state and federal laws, Stanislaus State has officially adopted and integrated the following emergency management response, and coordination systems: the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). Together, these congruent operational systems outline how incidents, emergencies, and disasters will be coordinated in the field, at the campus level and up through the local/operational, state, and federal levels. Failure to use SEMS and ICS will render the University ineligible for Federal Emergency Management Agency (FEMA) cost recovery funds.

Field Level Coordination: ICS

General

As mandated by both SEMS and NIMS, Stanislaus State utilizes the Incident Command System to manage response activities at the field level. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be expandable as the needs of the incident expand or contract. When utilized, the standardization of ICS principles and nomenclature can integrate large numbers of personnel from disparate organizations.

Incident Command

In accordance with SEMS and ICS, the command authority resides at the field level of response. The Stanislaus State Police Department (UPD) is the primary emergency services organization that has command of authority on campus. During an incident, the first UPD officer, regardless of rank/position, will assume command and will become Incident Commander.

The officer will remain as the Incident Commander until a proper transfer of command is conducted with somebody of equal or greater capability to serve in the position. The Turlock Fire Department and Cal Fire also have command authority for incidents involving fire, hazardous materials, emergency medical services, or rescue.

Unified Command

Unified command exists when two organizations/agencies have command authority for an incident, and they work together under a single unified command to manage incident response. Unified Command is an application of ICS and may be established at the field response level when more than one agency has jurisdictional responsibilities. Agencies work together through the designated members of the Unified Command to establish their designated ICs (Incident Commander) (Incident Commander) at the single Incident Command Post (ICP). Under Unified Command, organizations/agencies develop a common set of objectives and strategies which provides the basis for a single Incident Action Plan (IAP).

Strategic Coordination: Emergency Operations Center (EOC)

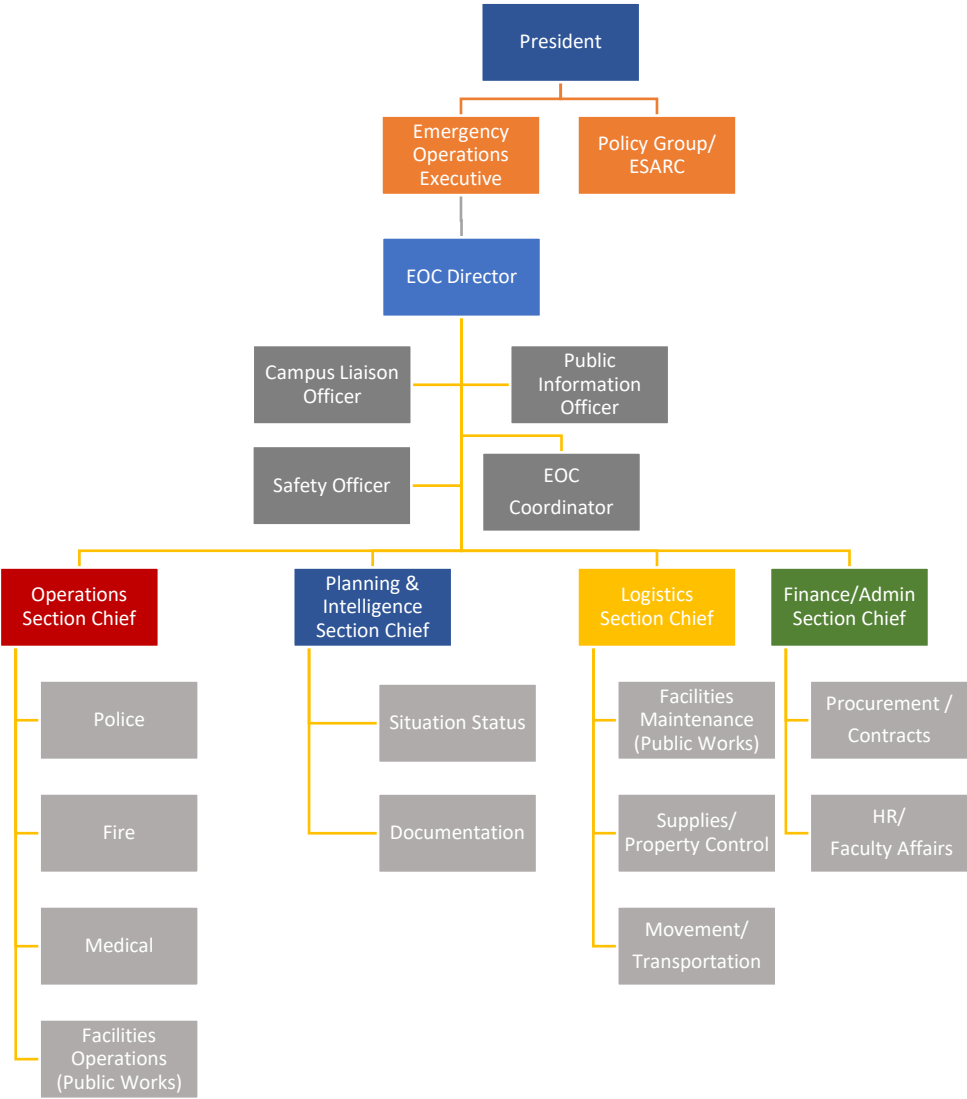
Stanislaus State's EOC provides a centralized location where emergency management coordination and strategic decision making can be supported during the complex incident, emergency, or disaster. The EOC provides a central location of authority and information and allows for face-to-face coordination and collaboration among personnel that represent incident management functions/capabilities who must make strategic emergency decisions to ensure field support and continuity of operations. The EOC is also the critical information node between the field, Executive Strategic

Assessment and Response Committee (ESARC), and the city and/or Operational Area EOC.

The Stanislaus State EOC is essential for performing the following critical activities when activated:

- Information Management
- Resource Management
- Support of field response operations
- Receive and disseminate warning information
- Collect intelligence from, and dissemination information to, the various EOC personnel, field responders, emergency policy group, and as appropriate, city, county, state, and federal agencies
- Prepare intelligence/information summaries, situation reports, operation reports, and other reports as needed
- Maintain general and specific maps, information display boards, and other data pertaining to university emergency operations and situational awareness
- Ensure continuity of campus priorities and objectives
- Analysis and evaluation of all data pertaining to university emergency operations
- Provide emergency information and instructions to the public, making official releases to the news media, and the scheduling of press conferences, as necessary

EOC Organizational Structure



Location

Primary Location	Alternative(backup) Location
Stanislaus State Campus Services Building, 100N One University Circle Turlock, CA 95382	City of Turlock EOC Turlock Police Department 244 N. Broadway Turlock, CA 95380

If neither EOC location is usable, the EOC Director or designee will assign another location. For additional information see Mutual Aid Annex for City of Turlock mutual aid agreement.

There is not a permanent fixed EOC at the Stanislaus State Stockton Campus; however, for any incident requiring activation of the EOC the Stanislaus State Turlock campus EOC will be used to support Stockton Campus operations. The Provost and the Stockton Campus Dean in consultation with the EOC Director may designate space closer to the operations at the time it is needed.

EOC Activation

The role of the EOC is to provide coordination and institutional direction to support field operations. Field operations retain control over tactical decisions and direction of field personnel. Field personnel or University management may recommend the activation of the EOC when field personnel can no longer support field operations without additional staffing, logistics, planning, or funding.

When an emergency occurs, it may not be possible or appropriate to delay activating the EOC until such time as an emergency declaration has been made. While emergency field response is the highest priority, mobilization of EOC members and set up of the facility is time consuming and should commence as soon as it is known that activation is appropriate.

Emergency responders should follow the normal department chain of command of major incidents. Determination of an actual emergency can be made by any one of the following sources: UPD Officer, University Administrative Official/ Executive; by order of local, county, state or other jurisdictions, or others as delegated authority by the University President.

Normal Hours of Operations

During normal working hours, an emergency will be analyzed and declared by the University Police Department and a call-in procedure initiated. For emergency operations at the Stockton Center the Dean, Provost and EOC Director will determine the level of activation necessary.

During After Hours of Operations

During after-hours, the University Police Department officer on-duty will make an initial determination of the seriousness of the incident based on the immediate information available. When time is critical, or when in doubt, the officer will activate the UPD phone tree in the following order: UPD Sergeant, UPD Lieutenant, UPD Captain, UPD Chief and Director for Safety & Risk Management.

After contacting the first available individual listed above, the UPD officer has no further phone tree contact responsibilities, unless directed to do so. The contacted UPD Official will establish further contacts as necessary up to total activation of the EOC.

EOC Activation Levels

Stanislaus State has established three levels of activation. For each level, a minimum staffing guide has been developed, however, the activity and staffing level of the EOC is scalable, depending on the need of the incident or event.

- Level 1: The emergency cannot be managed using normal university resources. The EOC Director ensures

that the EOC is fully activated with the response of necessary EOC staff. A University Emergency is likely to be declared during a Level 1 emergency.

- Level 2: The emergency requires a multi-unit response in which the EOC may be partially activated. Selected EOC staff will be notified and asked to mobilize.

Level 3: The emergency can be managed using normal response operations but the possibility for escalating emergency is present; represents a heightened state of readiness.

Activation Level	Event/Situation	Minimum Staffing
ACTIVATION LEVEL ONE	<ul style="list-style-type: none"> • Catastrophic earthquake • Mass casualty incident • Large-scale spill 	<ul style="list-style-type: none"> • All EOC Staff
ACTIVATION LEVEL TWO	<ul style="list-style-type: none"> • Moderate earthquake • Major wind or rainstorm • Earthquake advisory/prediction • University Emergency declared or proclaimed by: University, Local or County • Resources are requested from outside the University for response into the City or County 	<ul style="list-style-type: none"> • EOC Director • Command Staff • General Staff
ACTIVATION LEVEL THREE	<ul style="list-style-type: none"> • Short-term earthquake prediction: Level One or Two • Severe weather advisory • Flood watch • Monitoring of a low risk planned event 	<ul style="list-style-type: none"> • EOC Director • Command Staff

Deactivation

Deactivation of the Stanislaus State EOC occurs upon order of the EOC Director based on incident status. Deactivation may occur through a gradual decrease in staffing or all at once. Upon deactivation EOC staff will complete all required paperwork and

transfer any remaining tasks or responsibilities to the appropriate incoming unit, branch, or section. As EOC deactivation continues, this process will repeat itself with outgoing staff. The deactivation activities will be coordinated through the Planning Section to ensure procedures are followed.

Policy – Level Coordination: Executive Policy Group

The Executive Policy Group (Group) is the executive level oversight and strategic decision-making body for Stanislaus State during a crisis and performs the role of the Policy Group in the Incident Command System.

The Group has the authority to make strategic policy-level, financial and legal decisions in response to the incident or event. If the implications of a crisis require senior executive decision making, have potential long-term implications on the viability and reputation of the campus, or require significant changes in existing policies, the EOC Director will request the Group become involved in the day-to-day management of the crisis. The Group makes proactive policy decisions to mitigate expected impacts and is responsible for ensuring the Chancellor's Office, local elected officials, and other critical stakeholders are notified during applicable incidents.

The Group is comprised of the following:

- President, Group Leader
- Provost, Vice President for Academic Affairs
- Vice President for Business & Finance
- Vice President for Student Affairs
- Vice President for University Advancement
- Vice President for Strategic Planning, Enrollment Management, and Innovation
- Sr. Associate Vice President for Human Resources, Equal Opportunity, and Compliance

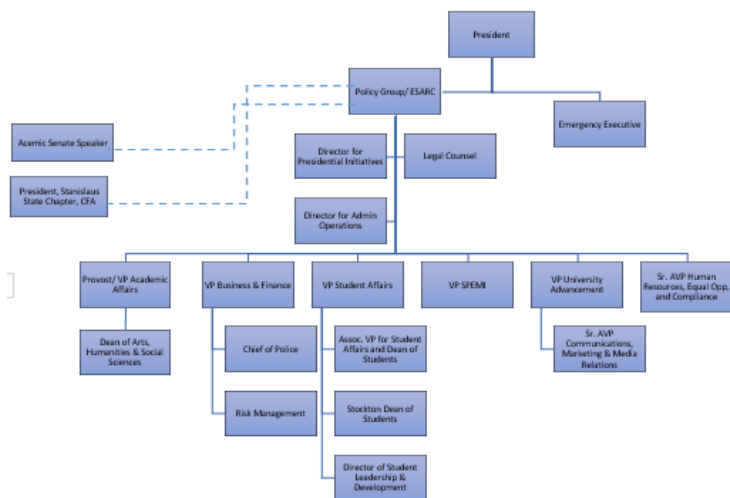
- Legal Counsel
- Sr. Associate Vice President for Communication, Marketing and Media Relations
- Director of Presidential Initiatives
- Director of Administrative Operations

The Group may also include members of the Executive Strategic Assessment and Response Committee (ESARC). ESARC is comprised of all the Policy Group members in addition to those listed below.

ESARC Group Members:

- Academic Senate Chair
- Dean of the Arts, Humanities and Social Sciences
- President, Stanislaus State Chapter, CFA
- Academic Senate Speaker
- Dean of the Stockton Campus
- Director of Student Leadership and Development
- Associate Vice Present for Student Affairs and Dean of Students
- Chief of Police
- Risk Management-Campus Representative

Executive Policy Group & Executive Strategic Assessment and Response Committee



Executive Policy Group Location

When activated, the Group will assemble in the President's conference room located in MSR (Mary Stuart Rogers), Room 398.

Emergency – Specific Equipment

Certain extraordinary emergencies, such as major earthquakes with a local or regional impact, could require campus emergency management operations to work without outside assistance for an extended period 72 hours (about 3 days) or greater.

The needs of the campus, in a sustained emergency, require that necessary equipment be in place and in operational order. Designated campus personnel have been issued procurement cards for use in the purchase of emergency equipment and supplies. Memorandums of Understanding (MOU) and Mutual Aid Agreements (MAA) are in place with local vendors and the CSU system to provide access to additional needed resources.

A complete list of emergency resources, supplies, and equipment is contained in the *Emergency Preparedness Roster of Resources* located in the Emergency Operations Center.

Communications

EOC communications with the campus community and the public following a disaster will be coordinated by the Public Information Officer. The EOC has several methods of communication with the campus community and the public. Depending on the scope of the disaster and the type of information to be disseminated, the EOC can use one or a combination of the following methods to provide information. See the Communication and Notification Annex for details.

- StanAlert- Emergency Notification System
- University website
- Stan 411- Emergency Hotline (877) STAN411/ (877) 782-6411
- Social Media

Disaster Assistance Teams

Stanislaus State utilizes Disaster Assistance Teams as part of the overall campus emergency management organization. These teams may be called upon during incidents or planned events to provide additional response capabilities such as the Infectious Disease Response Team, Amateur Radio Emergency Services Team and Building Marshal and Monitor Program.

Infectious Disease Response Team

The University Infectious Disease Response Team is made up of representatives from Safety & Risk Management, Student Health Center, Housing & Residential Life, University Police, Public Affairs, International Education, Human Resources, and Dean of Students. This team supports the Emergency Management and Business Continuity directives to discuss when and how the University should respond to public health concerns. Broadly, the team aims to discuss responses to an array of infectious disease issues affecting public health.

Stanislaus County Amateur Radio Emergency Service

The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment, with their local ARES leadership, for communications duty in the public service when disaster strikes. ARES operates under the authority of the Stanislaus County Office of Emergency Services (OES). If the ability to communicate during an emergency was significantly affected, ARES operators could be requested through the Stanislaus County OES. Contact information for ARES operators is also kept in the Roster of Resources Binder in the EOC.

Building Marshal & Monitor Program

The Stanislaus State Building Marshal and Monitor Program is a critical component of the University Emergency Management Program. Building Marshals and Monitors are campus employees who work in regularly occupied campus buildings and volunteer to perform essential activities for the purpose of minimizing injury to campus students, faculty, and staff in the event of an emergency. The immediate actions of the Marshals and Monitors can reduce the number and severity of injuries, instill calm, order during crisis, and lessen the burden on first responders.

EOC Position Description

When a university emergency reaches proportions that cannot be handled by routine measures, the President or designee may activate the Emergency Operations Plan in accordance with SEMS. The Incident Command System under SEMS is designed to be flexible and to accommodate situations of varying severity. The system consists of the following major components:

Emergency Operations Executive

Vice President for Business & Finance

Oversees emergency operations and serves as the link between the President and the Emergency Operations Center Director.

- Approves procedures regarding emergencies prior to an emergency
- Obtains Presidential approval and authorizes recovery operations within the context of the emergency
- Does not participate in operational aspects of an emergency response

Emergency Operations Center Director

Primary: Director for Safety & Risk Management

1st Alternate: University Chief of Police

2nd Alternate: University Police Captain or Lieutenant

The EOC Director has overall responsibility and authority for the operation of the EOC. The EOC Director will assure you that the EOC is staffed and operated at a level commensurate with the emergency incident response. The EOC Director will delegate authority as appropriate and necessary to members of the Command Staff and to the General Staff.

Public Information Officer

Sr. AVP Communications, Marketing and Media Relations

The Public Information Officer (PIO) serves as the primary point of contact between the EOC, the media and the public. The PIO will prepare information releases, brief media representatives, and provide press conferences in consultation with the EOC Director and ESARC.

Safety Officer

Health & Safety Specialist, Safety & Risk Management

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

EOC Coordinator

Emergency Management & Business Continuity Specialist

The EOC Coordinator is typically the person who has the overall best knowledge of the functioning of the EOC. The EOC Coordinator, because of his/her working knowledge of the EOC facility, communications, support services and the Emergency Operations Plan can be an asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

Campus Liaison Officer

Dean of Students

The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will coordinate with the EOC Coordinator to ensure that department representatives are

provided with necessary workspace, communications, and internal points of contact necessary to perform their responsibilities.

Operations Section Chief

UPD Captain or Lieutenant

The Operations Section Chief is responsible for the management and coordination of all EOC related operational functions. The Operations Section Chief will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed. The EOC Operations Section serves as a communications conduit between the EOC and field operations.

Law Enforcement Branch

The Law Enforcement Branch Director in the EOC is responsible for linking the EOC to law enforcement agencies, dispatch, Law Enforcement Mutual Aid System, and as appropriate to the Incident Command on incidents under the management of law enforcement agencies.

Fire Branch

The Fire Branch Director in the EOC is responsible for linking the EOC to fire agencies, dispatch, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of fire agencies.

Medical Branch

The Medical Branch Director at the EOC is responsible for coordination of medical and health facilities and resources needed to serve people affected by the emergency. The Branch will also provide 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 and health resources available at the University, or by obtaining such services as required through the established mutual aid programs within the CSU.

Facilities Operations (Public Works) Branch

The Facilities Operations Branch Director in the EOC coordinates all infrastructure related activities during an emergency. Typically, it may include coordination of Utility Services, Public Works, Engineering, and Damage and Safety inspections and assessments.

Planning Section Chief

Director for Donor & Special Events, University Advancement

The Planning Section Chief is responsible for collecting, displaying, evaluating, and disseminating information used to develop the EOC Action Plan (EOCAP) and Situational Reports. The source of this information may be from individuals assigned to field incidents or Incident Command Posts (ICPs) being coordinated and supported by the EOC. While this information may not represent the tactical level detail included in the individual field level IAPs (Incident Action Plan), it should encompass strategic concepts and objectives sufficient to build a situational overview of all incidents and enabling the EOC to provide effective coordination of limited resources and support based on a system of incident triage.

Situational Status Unit

The Situational Unit Leader oversees the collection, organization, dissemination, and analysis of situation information related to the emergency and ensures that information collected from all sources is validated prior to posting on status boards. The Situational Unit Leader

is responsible for the development and dissemination of situation reports to the EOC staff.

Documentation Unit

The Documentation Unit Leader is responsible for maintaining accurate and complete incident files. Ensures each section maintains and submits appropriate files for post-incident documentation purposes. They will provide duplication services to support incident operations and will assist with compiling, reproducing, and distributing the EOC Action Plan (EOCAP).

Logistics Section Chief

Sr. Director of Operations & Construction

The Logistics Section Chief is responsible for providing support resources and service to the EOC and sites as requested or required. These functions include locating or acquiring equipment, supplies, personnel, facilities, transportation, and other support services.

Facilities Maintenance (Public Works) Branch

The Facilities Maintenance Branch Director is primarily responsible for the layout, activation of, and maintenance of fixed incident facilities (i.e., EOC) and other support facilities as identified to support incidents or events.

Supplies/Property Control Branch

The Supplies/Property Control Branch Director is responsible for coordinating request and delivery of supplies, materials and equipment as required. Allocate critical supply resources as required and directed and coordinate actions with the Finance Administration Section.

Movement/ Transportation Branch

The Movement/Transportation Director will develop a transportation plan to support the EOC Action Plan. Determine safe routes, destinations, the number of people needing transportation assistance and the available means of transportation to accomplish the needed movements. Determine available university transportation resources for the movement of personnel, supplies and material.

Finance/ Administration Section Chief

AVP for Financial Services

The Finance/ Administration Section Chief is responsible for all financial aspects of an incident to include financial and cost analysis, tracking and recording of personnel time, ensuring all obligation documents initiated at the incident are properly prepared and completed.

Procurement/Contract Unit

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

Human Resources/ Faculty Affairs Unit

The Human Resources/Faculty Affairs Unit Leader is responsible for maintaining the roster of disaster service workers, allocating appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program. Ensure that accurate records are maintained on use of time, as well as worker's compensation claims related to the incident.

Mutual Aid

Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with an emergency or disaster. The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of their own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the state.

Mutual Aid Requirements

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated with the local, county/operational area or mutual aid regional level
- The University will establish a communications plan for response activities
- Requests for mutual aid should specify, as applicable, the following information:
 - Number and type of personnel needed
 - Type and amount of equipment needed
 - Reporting time and location
 - To whom resources should report
 - Access routes
 - Estimated duration of operations
 - Risks and hazards

Annexes

Emergency guides describing respective roles and responsibilities for faculty, staff, students, families of students, guests, and visitors, supporting partners (board members, auxiliaries, etc.), and the community are publicly available online at the [Stanislaus State Emergency website](#).

Communication and Notification Annex

The purpose of this section is to provide guidelines to ensure continuous communication to emergency personnel and their agencies, alternate emergency operations facilities, employees, students, and visitors during emergencies at Stanislaus State.

Public Safety Answering Point (PSAP)

- In the event of complete communication system failure, or if an emergency evacuation situation exists, emergency lines will be rerouted to the Turlock Police Services Dispatch Center (the alternate PSAP)
- Notifications will be made to: City of Turlock, on-call technical services and senior management
- City of Turlock will take over the dispatching of emergency personnel until university personnel arrive at alternative PSAP
- The on-duty senior officer will arrange for transportation to the alternate PSAP
- Multi-agency Radio Communication (Turlock campus only)
- The Stanislaus State radio system is a partnered interoperable 800- megahertz (MHz) digital trunked radio system located in the City of Turlock and County of Stanislaus that allows for communication between the following forms of emergency services: University Police, City of Turlock Police, City of Turlock Fire
- The University has a base station in its main command center located in the Campus Services Building (UPD)

- The University is on a repeated radio system. If the primary repeated system goes down, mobile, and portable radios have a car-to-car frequency available to them. In addition, they have a stand-alone California Law Enforcement Emergency Management Radio Systems (CLEMRS) repeater in them
- There are also other 800 MHz channels on the radio including Interoperability. Dispatch Services has a portable radio for use with limited range on non-repeated channels
 - NOTE: The Turlock campus does not have emergency radio communication with responders at the Stanislaus State Stockton Campus

Telephone Service Interruption

9-1-1 System- Turlock Campus

In the event of complete communication system failure, if an emergency evacuation situation exists, emergency calls will be rerouted to the Turlock Police Services Dispatch (alternate PSAP).

Campus Telephone Services

If the Stanislaus State Turlock campus telephone equipment system should fail, the campus equipment specialist will troubleshoot the outage. If a local resolution is unavailable, the contracted service provider will be consulted. In the event of a telephone failure at the Stockton Campus, the Stockton Campus Dean and Information Technology staff will contact the contracted service provider and Grupe Commercial Services for response and resolution. If a resolution is not available, the campus equipment specialist will notify the Director for Technology and Client Services who will then notify the Associate Vice President of Information Technology.

- Emergency Operations Center: The EOC operates on a ground phone line separate from the campus Voice Over IP (VOIP) system and is not dependent on the network
- Emergency Blue Light Phones: The Blue Light phones located on campus are wireless separate from the main campus VOIP system, these phones will continue to operate on the standard 9-1-1 system
- Elevators: Emergency phones located in the interior of the elevators operate on a ground phone line separate than the campus Voice Over IP (VOIP) system and are not dependent on the network

Backup Emergency Communications Devices

- Emergency Operations Center Cellular phones
 - Available to the EOC Command and General Staff

StanAlert Emergency Notification System (ENS)

The Stanislaus State Emergency Notification System, StanAlert, is used to transmit brief, urgent messages to the campus community as quickly as possible. During an active emergency, use of StanAlert will be authorized by the Chief of Police.

The StanAlert system notifies students, faculty and staff who have registered and updated their contact information. Individuals should go to the [StanAlert website](#) to update their emergency contact information.

StanAlert is used only for emergency events that have the potential to affect the entire campus. Emergency notifications may include but are not limited to:

- Severe weather warning (e.g., flash flooding, tsunami, hurricane, etc.)

- Environmental emergency within an on-campus facility (e.g., hazardous chemical spill, fire, earthquake, building collapse)
- Criminal activity with an imminent threat to campus community (e.g., active shooter, murder, fleeing suspect with a weapon)
- Health pandemic (e.g., measles outbreak, swine flu outbreak, etc.)

StanAlert ENS Activation Responsibilities

The University Chief of Police or management designee in the absence of the Chief, will confer with the appropriate public officials (e.g., fire chief, health department) and any campus officials responsible for management of the on-campus emergency, if available, to confirm both:

1. A legitimate emergency or dangerous situation exists in on-campus geography; and
2. The emergency or dangerous situation poses an immediate or imminent threat to members of the on-campus community

If the above factors are not met, no emergency notification is required. If it is determined that the above factors are met, then an emergency notification as described above shall be issued. The Chief of Police or management designee in the absence of the Chief, will confer with the Clery Director, if available, to prepare the content of the notification and determine which members of the campus community are threatened and need to be notified.

Once the notification is prepared, the Chief of Police and/or the Clery Director, or in their absence, the management designee(s) will, without delay and considering the safety of the community, transmit the emergency notification unless doing so would delay the ability to mitigate and/or contain the emergency, including the ability to provide immediate, life

saving measures. If an emergency notification is issued, a timely warning shall not be issued for the same incident.

Hand-Held Radios

The Stanislaus State Turlock campus Building Marshals are equipped with 800 MHz radios. The radios are assigned to Building Marshal's in various locations throughout campus buildings. Building Marshals are instructed to utilize the radios during planned building evacuations and telephone service outages. These radios are programmed to communicate directly to Dispatch at the University Police Department and other Building Marshal radios only.

The Stockton Campus Building Marshals and Monitors are equipped with a digital two-way radio to improve communication between staff during drills and emergencies.

Emergency Alert Hotline: 1-877-STAN-411 (1-877-782-6411)

In case of a university-wide emergency or disruption, STAN 411 will provide a 24-hour recorded information line with regular updates for the campus community.

KCSS-FM (Stanislaus State Radio Station 91.9)

91.9FM KCSS is a non-commercial educational radio system based on the Stanislaus State Turlock campus with the ability to broadcast emergency information to the campus community as needed.

Amateur Radio Emergency Services (ARES)

The Amateur Radio Emergency Services (ARES) is a group of trained amateur radio operator volunteers organized to assist in emergency communications. During an incident, the emergency staff would determine the need to activate the ARES operators.

Social Media

The University maintains social media sites such as Facebook, Twitter and Instagram that may be used to share emergency messages consistent with StanAlert and other emergency notification systems in place.

Accessible Technology Initiative (ATI)

The Accessible Technology Initiative (ATI) reflects Stanislaus State's ongoing commitment to provide access to information resources and technologies to individuals with disabilities.

International Students

In the event of a catastrophic incident that may constitute an activation of the Emergency Operation Center, the liaison from Academic Affairs will contact the Office of Extended & International Education to apprise them of the situation and establish an open line of communication to help support our international students' needs during an emergency.

Campus Auxiliaries

The scope of the Emergency Operations Plan is inclusive of all auxiliaries including but not limited to. University Student Center, Student Recreation Center and Bookstore.

Evacuation Annex

When evacuation is deemed necessary, occupants will leave buildings immediately in an orderly and timely manner towards the nearest exit. The Building Marshal and Evacuation Monitors direct students, staff, faculty, and visitors to the designated evacuation gathering areas. However, students, faculty, staff, and visitors must be prepared for the possibility that designated Building Marshals and Evacuation Monitors are unavailable during an emergency and must be always familiar with the evacuation route nearest their location.

Campus-wide Evacuation

A controlled approach will be used when it is necessary to completely evacuate the campus due to an emergency. When campus buildings are deemed safe for occupants, employees will be held at their current locations pending evacuation. Where campus buildings are deemed unsafe the Evacuation Gathering Area system will be used.

The Stockton Campus evacuation plan consists of a partnership between Grupe Commercial Services, Securitas Security, City of Stockton Police Department, faculty, and staff. Building Marshals and Evacuation Monitors with the assistance of Grupe and Securitas Security shall be responsible for coordinating the evacuation process.

Following the decision of an evacuation order of the Turlock Campus or the Stockton Campus, the University President or his/her representative shall notify:

- Chief of Police or his/her representative for crowd, traffic, and perimeter control

University Public Information Officer or designee for the need of public information sharing regarding the incident and asking the campus community to stay away from campus

Localized Evacuation

In some situations, it may be necessary to evacuate one or more buildings on campus due to a localized emergency. When this occurs, the University Police Department will coordinate the evacuation with the Building Marshals and Evacuation Monitors. The decision to evacuate will be based on the incident and if needed, following consultation with the President and Dean or Facility Manager. When evacuations are due to an overriding concern for public safety, it may not be possible for such consultations. In those instances, the appropriate Dean or Facility Manager will be notified of the evacuation as soon as practical.

Elevator Evacuation

If an elevator becomes inoperable and occupants are trapped inside, telephones and written instructions (also in Braille) to request aid to the University Police Department are inside each elevator. UPD will respond as soon as practical upon receipt of a call from an inoperable elevator in which occupants are trapped. UPD will notify Facility Services who will coordinate notification and response time with the elevator vendor. The contracted elevator vendor is required to respond when occupants are trapped inside.

Occupants should not attempt to evacuate from an inoperable elevator without trained assistance.

Evacuation of Individuals with a Disability or an Access & Functional Need (AFN)

The evacuation of individuals with a disability or AFN will be given a high priority in all emergencies. Individuals with a disability or an AFN have the most awareness of their specific evacuation needs. It is the responsibility of the individual to plan for emergencies and inform a University Official or employee regarding any needs in accommodation and establish a “Buddy system” with coworkers. The individual should

educate their, “Buddy” regarding physical, psychological and communication assistance needed to increase their safety during an emergency.

Emergency Response by Disability or Access & Functional Need

Visual Impairment

Most visually impaired people will be familiar with the immediate area they are in and may have learned locations of exits and fire alarms in advance.

- Inform the person the nature of the emergency and offer to guide him/her towards a safe exit by offering the person to hold your arm lightly above the elbow and walk one-half step ahead as well as using verbal instructions such as approaching a curb or stairs etc. Do NOT grasp a visually impaired person as you may injure or further disorient them, always ask how you may assist
- When you have reached the evacuation gathering area, orient the individual about their location and ask if additional assistance is needed. Some individuals may have a service animal that may be disoriented during the emergency and may require additional assistance

Deafness or Hearing Loss

To assist a deaf or hard of hearing person you will need to obtain their attention by moving into their visual field or gently tapping on the person’s shoulder and offer written notes regarding the nature of the emergency and where they should evacuate to.

- People who cannot speak loudly, or with voice/speech impairments, may be carrying a whistle or have other means of attracting attention of others

Mobility Impairments

People with mobility disabilities may experience a more challenging time evacuating due to their mobility equipment, ambulatory and/or respiratory restrictions. However, their safe evacuation remains a top priority for emergency responders.

- If a person with mobility impairment cannot exit, they should stay visible in an exit corridor or on an outdoor stair landing
- Evacuation Monitors should relay information regarding people remaining in the building and their location to the Building Marshal which in turn should notify the University Police or Fire personnel
- If a person with a mobility impairment is in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair which is in multi-story buildings. Before acting, always ask the person what their preferred method of assistance is.

Evacuation Responsibilities

University Police Department (UPD)

The UPD is responsible for the overall evacuation of campus and serves as the focal point in any emergency or assistance and coordinating outside services as delineated in this plan. Serves as the recipient of the evacuation status of each individual building as reported by the Building Marshals. The UPD will direct outside resources for Search and Rescue assistance as needed.

Facilities Services

Facility Services may respond during an emergency and assist the UPD with security and communication at campus entry/exit points. Facilities personnel may assist with the dissemination of printed information relating to an emergency, assist with

facility maintenance needs and provide ongoing support for ongoing recovery efforts.

Building Marshals

Building Marshals are responsible for obtaining the evacuation status of their building in terms of assistance needed, building status or any other critical information needs requiring emergency services. Building Marshals' station themselves in designated Emergency Evacuation Gathering Areas to obtain information from their Evacuation Monitors. As soon as the building status is known they forward the information to the University Police Department. They are not responsible for active search and rescue or performing any type of building remediation.

The Stockton Campus Building Marshal must notify the City of Stockton emergency personnel as soon as they know the status of evacuated individuals. Evacuations at the Stockton Campus are also aided by contracted security services trained in emergency response and will assist with security and communication at the Stockton Campus' perimeter entry/exit points. Security may assist with ongoing support for recovery.

Evacuation Monitors

The Evacuation Monitors are responsible for the safe and timely evacuation of all building occupants. They direct occupants towards safe exits and redirect occupants to secondary exits, as necessary. They are responsible for making quick checks of rooms and reporting any D/AFN assistance needs to the Building Marshal upon arrival to their designated Emergency Evacuation Gathering Area. The Evacuation Monitor's primary responsibility is to evacuate building occupants and relay assistance needs to the Building Marshal. They are not responsible for active search and rescue or performing any type of building remediation.

During evening hours, faculty are instructed to act as evacuation monitors and assist with evacuations at the Turlock and Stockton Campus.

Building Occupants

Building occupants are advised to safely walk to the nearest exit and go to the designated Emergency Evacuation Gathering Area away from the building then wait for further instructions. Individuals should not block exits or emergency vehicle routes. All evacuees are requested to immediately notify emergency responders or a Building Marshal if an injured or disabled person needs assistance evacuating.

Accounting for All Persons

Faculty and Staff that have direct knowledge and access to a list of people who were in the classroom or building, should meet occupants at the designated Emergency Evacuation Gathering Area (see maps for each site). Upon arrival at the gathering area:

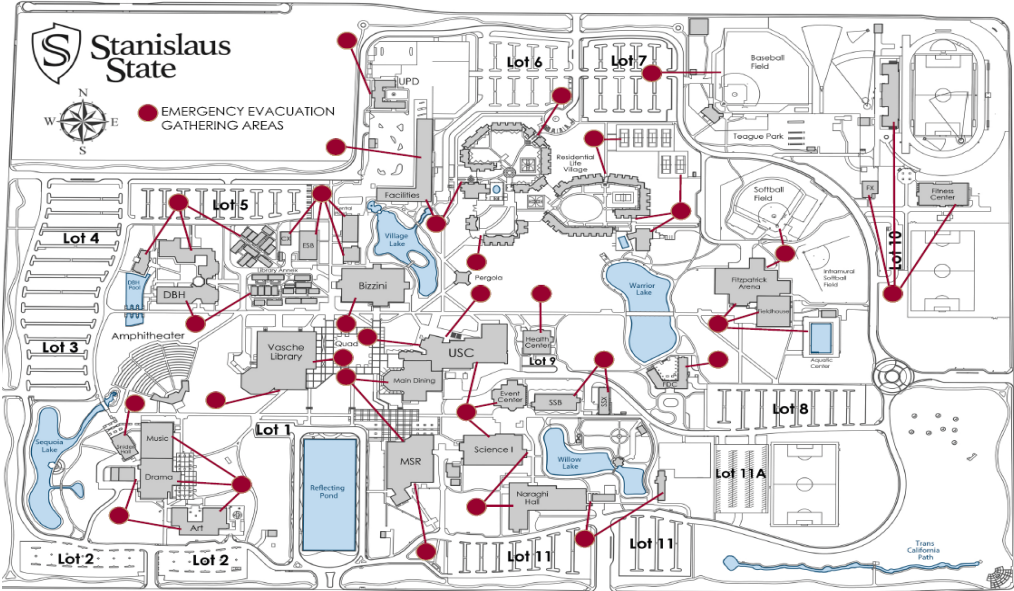
- Take a head count after the evacuation
- Identify the names and last known locations of any unaccounted person and pass them on to the official in charge
- Identify and account for non-employees such as guests, visitors, vendors, etc.

Emergency Evacuation Gathering Areas

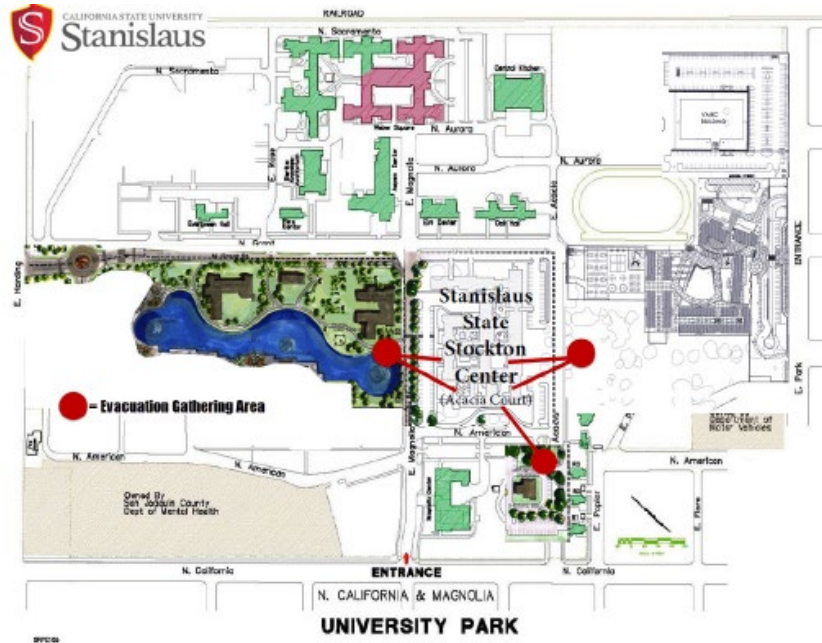
During an emergency evacuation of any campus building, it is important for occupants to gather at a safe Emergency Evacuation Gathering Area away from the building. This keeps building occupants at a safe distance away from the hazard. Depending on the time of day and weather conditions when an emergency occurs, the designated Emergency Evacuation Gathering Area may not be available. In that event, an

alternative site will be found and communicated to the evacuees and emergency responders.

Evacuation Gathering Areas – Turlock Campus



Emergency Gathering Areas – Stockton Center



Shelter-in-Place Annex

Sheltering-in-place is a proactive action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation. Examples of hazards may be but not limited to civil unrest, severe weather, biological incident, radiological event, chemical exposure/spill, and active shooter. During such incidents, the University Police Department or emergency responders may direct people to shelter-in-place or hide until a safe and orderly evacuation can be executed or normal business may resume.

Building occupants will be alerted using the University's various notification systems such as StanAlert, social media, word of mouth, and/or megaphone. At other times occupants may need to immediately act on their own to hide (see Active Shooter Annex).

The Turlock campus has equipped all classrooms with the ability to lockdown in case of an emergency. Faculty and staff members have been issued proximity cards to allow employees of the University to lockdown classrooms and other spaces on campus quickly.

For severe weather or civil unrest that pose a physical threat, building occupants should:

1. Stay inside and move away from windows to the inner corridors
2. Close all doors connecting exterior offices to the corridor
3. For extreme weather, relocate to lower levels in the building (except where flooding may be a hazard)

For external chemical, biological or radiological incident building occupants should:

1. Stay inside and move to an inner corridor or office
2. Move higher in the building since many chemical agents are heavier than air and tend to settle on the ground; Note: Facilities Services may close windows and turn off air conditioners and fans

For threats during outdoor venues people should:

1. Move away from the danger and seek shelter in a safe location
2. Assist others
3. Evacuate in a safe manner

Individuals with disabilities or Access and Functional Needs (AFN)

Depending on a person's specific disability or AFN, it may be difficult for individuals to hide. It is the responsibility of the individual to identify which techniques will better assist them during an emergency by:

- Planning and identifying potential locations to hide in the workplace or classroom
- Establishing a "buddy system," individuals with disabilities or AFN should educate their Buddy regarding physical, psychological and communication assistance needed to increase their safety during an emergency

Mutual Aid Annex

Depending upon the severity and scope of an emergency, the University has several options in the acquisition of or provision of mutual aid. Mutual aid for smaller emergencies can be managed using university contracts and MOU, direct contact with local agencies, and/or mutual aid from within the CSU.

Fire Department Related Emergency

In the event of a disaster requiring Fire Department assistance, Stanislaus State is linked with the City of Turlock Fire Department for Mutual Aid Assistance as part of the Stanislaus County Unified Mutual Aid Agreement.

Law Enforcement Emergency

In the event of a situation requiring additional police assistance, Stanislaus State police administrators would contact the Turlock Police Department and/or the Stanislaus County Sheriff's Department. California State University also maintains a Critical Response Unit (CRU). This unit is available upon request to the CSU to assist campuses with critical incidents, emergencies, and disasters.

Emergency Operations Center (EOC)

In the event of a situation requiring the use of an alternate site for emergency operations, the University has established a Memorandum of Understanding (MOU) with the City of Turlock for provision of an EOC site. The agreement states:

1. UPD and the City of Turlock Emergency Operations Center will be able to maintain full operational status under emergency conditions
2. Both parties will provide the EOC location, and all supplies contained therein

3. These services are to be provided without cost to either party, and either party will arrange for physical replacement or will provide funding for replacement of used or damaged materials to the respective EOC at current market value
4. Both parties shall provide necessary access and facilities of the EOC to permit operations during a state of emergency
5. Both parties agree to defend and indemnify their members, directors, officers, and service providers against all claims for injury or damages arising from acts performed under the terms and/or provisions of California Government Code §825

Public Health, Medical, and Mental Health Annex

Public Health Response

The University Infectious Disease Response Team is made up of representatives from the Student Health Center, Housing, University Police, Safety & Risk Management, Public Affairs, International Education, and the Dean of Students.

The ad hoc team supports Emergency Operation Center and Business Continuity directives to discuss when, and how the University should respond to public health concerns. The team aims to discuss responses to an array of infectious disease issues affecting public health.

The team's intent is not to unilaterally implement policies; rather, it is to familiarize the responders with each other, establish effective lines of communication, learn about one another's areas of expertise, and discuss scenarios under which the University would need to respond to an infectious disease issue. The President and his/her Cabinet would be brought into the discussion before any concerted response takes place. Time-sensitive crisis response, such as treating a patient in need of immediate assistance or addressing a law enforcement issue, would not await deliberation, but if the issue involved infectious disease and a need to alert or respond to the University community, the Cabinet would subsequently be brought into the discussion.

Medical Response

The University relies upon local agency emergency medical services and responders for the medical assessment and transport of ill or injured persons on campus. Police officers will assist with the determination of need for ambulance, paramedic, or other emergency medical services. Individuals

are advised to do the following concerning medical emergencies.

When to Call 9-1-1:

- Persistent or sudden chest pain
- Breathing emergencies (choking, drowning)
- Uncontrollable bleeding
- Severe altered level of consciousness
- Life-threatening injuries, such as falling, severe head injuries, severe burns, etc.
- If you are in doubt about the seriousness, always call 9-1-1

How to Help in a Medical Emergency:

1. Check the scene for safety and assess the situation
2. Call 9-1-1
3. Care with first aid (if you are trained and permission is granted by the injured)
4. Have someone direct police and medical personnel to the scene
5. Remain with the victim until emergency personnel arrive

Student Health Center Response

During an emergency, the Student Health Center will participate in response at a level that is proportionate with staffing and resource capabilities. It can be expected that in a large, critical incident, local hospitals and emergency response systems will be overwhelmed, and only patients with life-threatening conditions will be considered for transportation or admission. This may leave a considerable number of ill or

injured persons to be cared for by other entities, including the Student Health Center.

In the event of a disaster, SHC staff should initially respond to protect their own safety and wellbeing by either evacuating or shelter-in-place until they receive an “all clear” message. The on-duty Incident Commander will make every attempt to contact SHC staff and determine its operational status as soon as possible following an incident.

The decision to activate the Student Health Center in response to an incident will be made based on information received from the field, UPD dispatch, EOC coordinator, or appropriate campus administrator. However, SHC has the authority and ability to self-activate following a large-scale, campus-wide incident where it is clear their response will be necessary. In this event, contact should be made to UPD or the EOC as soon as possible.

It will be at the discretion of the SHC Director to determine if clinical services will continue uninterrupted during the response or if non-emergency services will need to be suspended.

During an emergency, SHC will need to utilize current medical supply inventory to care for patients and submit requests for additional supplies through the EOC.

Student Health Center employees who will be engaged in the treatment of patients during an emergency shall maintain current certification in CPR/First Aid/AED, which are all requirements of their medical certification and employment. In addition, SHC staff receive mandatory annual emergency preparedness training and participate in an annual emergency training exercise coordinated by the Emergency Management

& Business Continuity Specialist. Additional information is available in the *SHC Emergency Response Plan* which is maintained by the Student Health Center and is reviewed and updated annually.

Mental Health Response

The University offers counseling services for students and employees. For students, the mission of Psychological Counseling Services is to maintain and enhance students' psychological, emotional, and relational well-being. Psychological Counseling Services facilitates a successful experience in academic and social realms for students at Stanislaus State. Psychological Counseling Services can be contacted to request counseling and related services at (209) 667-3381. In the case of an urgent situation that occurs after office hours individuals should call 9-1-1 to request needed services.

All employees, their dependents (including dependent children not residing with the parent) and other family members living in the employee's home are eligible for services and may contact Human Resources for more information. Referral services are available on a 24-hour, seven-days-a-week basis.

The University has a behavior intervention team called StanCares to deal with mental health crisis response on campus. In a mental health emergency, Police are the first responders for crisis intervention. Following an incident or preceding one, the mission of the StanCares Team is to promote a safe and productive learning, living, and working environment by addressing the needs of students through coordination and assessment of information and developing a supportive plan.

People who are experiencing mental health crisis during a campus emergency and/ or evacuation may require more support. If a person begins to exhibit unusual behavior and you suspect they are experiencing a mental health issue, the following tips are recommended:

- In an emergency, the person may become confused so speak slowly and in a normal, calm tone
- If the person becomes agitated, help them find a quiet corner away from confusion
- Keep communication simple, clear, and brief
- Be empathetic and show that you have heard them and care about what they have told you. Be reassuring
- If the person is delusional or hysterical, do not argue with them or try to “talk them out of it.” Let them know you are there to help them
- Try to avoid interrupting a person who might be disoriented or rambling, just let them know that you need to move quickly to get to safety
- Avoid yelling, shouting, or physical force to get them to evacuate. If they will not go with you, then tell emergency responders where the person is once you get to a safe situation away from the building
- Always advise emergency responders of a person in crisis who did not evacuate the building

Threat or Hazard Annexes

Active Shooter Annex

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined or populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. The University complies with the U.S. Department of Homeland Security guidelines for how to respond when an active shooter is in your vicinity. Members of the campus community are urged to quickly determine the most reasonable way to protect their life. Students and the public are likely to follow the lead of employees and managers during an active shooter situation.

Practice general safety precautions always. If you observe any suspicious activity on campus, call 9-1-1 when it is safe to do so.

Be Informed

Stanislaus State encourages all students, faculty, and staff to be informed by providing Shelter-in-Place drills with a focus on the Hide aspect of Run, Hide, Fight. The University along with the California State University has developed an [Active Shooter Safety Video](#) located on the University [Active Shooter](#) website which provides additional training videos, online training, publications, and classroom preparedness syllabus supplements.

Plan

Preparing for an active shooter situation will ensure everyone knows what to do when you are confronted with a similar situation. Know your building exits, have an escape route in mind and identify places where you can hide. Whenever possible, practice your safety plan or participate in University Shelter-in-Place exercises.

If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance needed to evacuate or hide during an active shooter situation.

How to Respond When an Active Shooter in Your Vicinity

Quickly determine the most reasonable way to protect your own life.

1. Run (Evacuate)

- Getting away from the shooter is the top priority
- Leave your belongings behind and get away
- Help others escape, if possible, but evacuate regardless of whether others agree to follow
- Warn and prevent individuals from entering an area where an active shooter may be
- Call 9-1-1 when you are safe, and describe shooter, location, and weapons

2. Hide (Shelter-in-Place)

- Hide in an area out of the active shooter’s view
- Silence all electronic devices and make sure they will not vibrate
- Lock and block doors, close blinds, turn off lights and activate the classroom lockdown (if equipped)

Shelter in place until law enforcement tells you it is clear to come out of hiding

3. Fight (Take Action)

- As a last resort and only when your life is in immediate danger
- Commit to your actions and act as aggressively as possible against the shooter

- Gather a group of individuals so you can work together to confuse and incapacitate the shooter through physical aggression

When Law Enforcement Arrives

Law enforcement's role in an active shooter situation is to stop the threat as soon as possible, which means officers will proceed directly to the area in which the last shots were heard without stopping to help the injured. Be prepared to follow law enforcement commands to do the following:

- Put down any items in your hands (i.e., cellphones, books, etc.)
- When evacuating, keep hands visible with fingers spread
- Avoid quick movements towards law enforcement, so they do not mistake your intentions

Individuals with disabilities or Access and Functional Needs

Depending on a person's specific disability or access and functional need, it is critical for individuals to be aware of how law enforcement responds to such situations. It is the responsibility of the individual to identify which techniques will better assist them during an emergency by:

- Establishing a "buddy system," individuals with disabilities or AFN should educate their Buddy regarding physical, psychological and communication assistance needed to increase their safety during an emergency

Earthquake Annex

A catastrophic earthquake is unlikely to occur at our location, due to our distance from major earthquake fault lines. However, a major earthquake occurring near the City of Turlock

has the potential to result in numerous casualties, extensive property damage, fires, road closures, and the disruption of surface railway and transport systems. Communications and utilities, including water, waste treatment, power and gas may also be disrupted. Additionally, flooding due to dam failure as well as theft and looting constitute potential problems. Despite mutual aid, government and private sector studies indicate jurisdictions may have to rely on internal resources for a period of up to 72 hours (about 3 days).

Be Informed

Stanislaus State encourages all students, faculty, and staff to be informed by participating in the annual [Great Shakeout Earthquake Drill](#) and practicing Drop, Cover, and Hold On. The University provides Emergency Specific Response Guides located on the University [Emergency](#) website which provides additional guides, publications, and classroom preparedness procedures.

Plan

Preparing for an earthquake situation will ensure everyone knows what to do when you are confronted with a similar situation. Know your building exits, have an escape route in mind and identify places where you can take cover. Whenever possible, practice your safety plan or participate in university earthquake drills and exercises.

If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance needed to evacuate or take cover during an earthquake.

During an Earthquake

Do NOT attempt to exit a building during an earthquake as you increase your chances of being injured from falling debris. Instead, protect yourself in a safe location and practice dropping to the floor, taking cover under a sturdy object, and holding on.

Protect Yourself During Earthquakes!

1. **DROP** to the ground where you are before the earthquake drops you
2. Take **COVER** by getting under a sturdy desk or table and cover your face and head with your arms
3. **HOLD ON** to something sturdy and stay where you are until the shaking stops



Adapt to your situation:

- If you use a cane: Follow **DROP, COVER and HOLD ON** or sit on a chair and **COVER** your head and neck with both hands
- If you use a walker: **LOCK** your wheels and get as low to the ground as possible. If your walker has a seat, sit, and **COVER** your head and neck with your arms. If no seat, try to get down with your head lower than the top of the walker; Bend over, and **HOLD ON** until the shaking stops

- If you use a wheelchair: **LOCK** your wheels, **COVER** your head and neck with your arms, bend over and **HOLD ON**

University Response:

1. Full or partial activation of the Emergency Operations Center (EOC). Extent of activation will depend on the severity of the event, injuries and/or damage, and the extent to which University facilities may be used for shelter or medical aid.
2. Rescue operations may be required to assist trapped and injured individuals. Emergency medical care will be provided to injured individuals as resources permit. Food and temporary shelter may be provided for a brief time depending upon damage and the structural integrity of those buildings designated for such services.
3. In the event of major damage and injuries, the President or Executive Designee may elect to cancel classes, and close the campus with evacuation of students, faculty, and non-essential staff. Students, faculty, and staff will be notified by a combination of phone, personal notification, and police public address systems. Any evacuation will be coordinated with City and County authorities.
4. If evacuation is not possible, the location of shelter facilities will be announced, and a shelter supervisor sent to each designated shelter. That individual will be responsible for registering individuals in the shelter. If resources permit, the supervisor should maintain radio communications with the EOC.

5. When a major earthquake has occurred, the campus community will be alerted by the campus emergency notification system (StanAlert) and social media to road conditions, potential hazards, and public announcements.
6. Damage assessment teams will be designated through the CSU Seismic Review Board Emergency Response Protocol to survey the campus for structural damage, chemical, electrical, and other utility hazards and required resources.
 - a. When an earthquake occurs, the Seismic Review Board Chair will contact the campus Executive Facility Officer for an initial damage assessment. If significant damage is reported or if there are other reasons to believe damage may have occurred, the Chair will travel to the campus as soon as practical.
 - i. Upon arrival at campus the Designated Building Official will confer with the Campus Deputy Building Official to provide an update to any initial structural safety evaluations made up to that time. Depending upon the severity of the event and based on such evaluations, each campus building will be reviewed and posted as follows:
 1. Lawful Occupancy Permitted (Green)
 2. Restricted Use (Yellow), with the limitations on entry

explicitly stated on the placard; or,

3. Unsafe (Red)

- b. Where 'Restricted Use' or 'Unsafe' postings are made, the campus police shall restrict occupancy and entry to emergency response personnel and individuals specifically authorized by a CSU building official. This is to limit the risk to occupants until the risk is sufficiently reduced to allow placement of an "Occupancy Permitted" placard.
- c. Campus staff or administrators cannot overrule posted designations of "Restricted Use" or "Unsafe" established by the Designated Building Official or the CSU Chief Building Official. Determinations by the Designated Building Official or the CSU Chief Building Official take precedence over Campus Deputy Building Official determinations.
- d. In addition to the Designated Building Official, the Seismic Peer Reviewer assigned to the campus can be expected to visit and work with the Designated Building Official in evaluating the condition of campus facilities.

Fire Annex

The Stanislaus State Turlock campus and Stockton Campus are not located in an area considered to have a high fire risk. The fire danger at the University is anticipated to be a localized incident involving a single building or area. The University provides Emergency Specific Response Guides located on the university [Emergency](#) website which provides additional guides, publications, and classroom preparedness procedures.

Be Informed

Stanislaus State encourages all students, faculty, and staff to be informed and participate in campus-wide evacuation drills and practice evacuating the building and going directly to the building designated Emergency Evacuation Gathering Areas.

Plan

Preparing for a fire situation will ensure everyone knows what to do when you are confronted with a similar situation. Know your building exits, have an escape route in mind and identify your building specific Emergency Evacuation Gathering Areas. Whenever possible, practice your safety plan and/or participate in university evacuation drills.

If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance needed to evacuate during a fire.

During a Fire

Individuals should always be alert with strange smells, visual smoke, and fire in the buildings and outdoors. When smoke, smell or fire is inside the building you are encouraged to activate the nearest Fire Alarm to initiate the building

evacuation. If you see smoke or fire outdoors, immediately call 9-1-1 and provide location information.

When evacuating the building due to fire, maintain situational awareness and evacuate to your nearest emergency exit, encourage others to follow and gather at your designated Emergency Evacuation Gathering Area. The Evacuation Monitors will assist building occupants to evacuate to a safe location in a timely manner and the Building Marshal will provide building status to the University Police.

If you are unable to evacuate due to mobility issues, you may request to be evacuated with an Emergency Evacuation Chair located on multi-story buildings or wait for emergency responders to evacuate you from your safe zone.

University Response:

1. The EOC will not normally be activated; however, it may be in the case of a major or multiple structure fire.
2. In coordination with the responding fire units, University Police personnel will establish a perimeter to prevent entry to the scene, establish traffic and pedestrian control, and assist in directing evacuees from the area.
3. If during business hours, injured may be transported to local hospitals or, as necessary, treated at the Student Health Center.
4. University Police will restrict access to the fire scene until the fire department has declared the area safe and the University Construction Manager has determined that the affected facilities can be reopened.

Flood Annex

The source of potential flooding in the City of Turlock can be traced to rainfall, snowmelt, or dam failure. Flooding of significant magnitude can be expected to result in individuals being isolated by flood waters, disruption of utilities, extensive property damage, disruption of transportation and communication systems, and various health hazards associated with the contamination of drinking water and the disruption of sewage treatment facilities.

Be Informed

Although Stanislaus State is in a minimal flooding zone, the University encourages all students, faculty, and staff to be informed and prepare for flooding on campus. The campus community is encouraged to know their buildings Emergency Evacuation Gathering Areas and their nearest emergency shelter (see Shelter Annex).

Plan

Preparing for a flood situation will ensure everyone knows what to do when you are confronted with a similar situation. Know your building exits, have an escape route in mind and identify your building specific Emergency Evacuation Gathering Areas. Update your emergency contact information through StanAlert to receive the most updated information regarding the emergency.

If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance needed to evacuate during a flood.

During a Flood

If there is a flood threat to the campus, students, faculty, and staff will be notified via the Stanislaus State emergency

notification system, StanAlert. Building occupants may need to evacuate during a localized flooding in the building.

When evacuating the building due to flooding, maintain situational awareness and evacuate to your nearest emergency exit, encourage others to follow and gather at your designated Emergency Evacuation Gathering Area. The Evacuation Monitors will assist building occupants to evacuate to a safe location in a timely manner and the Building Marshal will provide building status to the University Police.

If you are unable to evacuate due to mobility issues, you may request to be evacuated with an Emergency Evacuation Chair located on multi-story buildings or wait for emergency responders to evacuate you from your safe zone. Do not walk, swim, or drive through flood waters and avoid wading in floodwater, which can contain dangerous debris and be contaminated.

University Response:

1. Since advanced warning of flooding conditions can be expected, the Emergency Operations Center will be activated as needed to determine necessary actions.
2. When necessary, the President or Executive Designee will determine when or if all students and non-essential employees will be released. If possible, prior to the release, freeway, and street conditions, including safe exit routes, will be ascertained, and announced to the University community by all available means, including social media.
3. Facilities Services operations shutdown procedures will be followed in areas that may be affected by

flood-caused fires, explosions, or electrical hazards.

4. Once safety and life-saving issues have been addressed, attention should be immediately directed to minimizing property and equipment damage. When available and if time permits, sandbags will be used where feasible to protect against flooding.
5. When feasible, teams will be organized to re-locate vital equipment and records to unthreatened areas (on upper floors of buildings or off-campus).

If Don Pedro Dam were to fail, the University would have a minimum of five hours warning before potential floodwaters reached the campus. Immediate notice to the University community would be implemented, followed by evacuation to the south and west by all means of transportation available.

Severe Weather Annex

Stanislaus State may be subject to severe weather. In the event of severe weather, disruption of transportation, communications and power outage may occur. The campus would not normally be severely impacted unless the university experiences utility failures, downed trees, severe reduction in visibility, or dust overloads in building mechanical systems.

Be Informed

When there is a severe weather threat to the campus, students, faculty, and staff will be notified via the Stanislaus State emergency notification system, StanAlert. Stanislaus State encourages all students, faculty, and staff to be informed by providing event specific emergency guides on the university emergency website and maintaining up-to-date department

Business Continuity Plans (BCPs) that will aid faculty and staff in identifying alternate sites to continue operations in case of power failure.

Plan

Preparing for an extreme weather situation will ensure everyone knows what to do when you are confronted with a similar situation. University employees are strongly encouraged to become familiar with their department BCP to ensure university business is not disrupted with events caused by extreme heat or severe dust storms. It is important for students to be aware of places on campus where they can retreat to for cooling down, such as the library and open study areas. Faculty and staff should also identify alternate sites for continuing business if their building is put offline due to power or ventilation failure.

If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance or power and ventilation needs during a severe weather situation.

During Severe Weather

When there is a severe weather threat to the campus, students, faculty, and staff will be notified via the Stanislaus State emergency notification system, StanAlert. If you are experiencing severe weather try to stay safe by finding an air-conditioned space, stay hydrated, avoid high-energy activities, and check yourself and others for signs of heat-related illness.

University Response

While the EOC would not normally be activated, the campus would be closed by administrative decision of the President or Executive Designee; then students, faculty and non-essential staff would be sent home. In the case of a severe storm causing

significant damage to the University, the EOC would be activated. If required, the campus emergency communications system would be activated to notify the campus population of the closure directive.

Utility Failure Annex

Should electrical power go out on campus whether unexpectedly or with a scheduled energy blackout, the University will continue to operate as normally as circumstances allow. Employee safety is the top consideration. In the event of an extended outage, employees should follow the steps outlined in the Emergency Response Plan that follows.

The President or Executive Designee(s) will determine if, and when, employees in their units should leave their work areas and will activate the Continuity of Operations Plan for initiation of campus-wide business continuity plan engagement. As needed, employees should activate department emergency contact phone trees to share information. Building Marshals and Monitors will have radio communication with University Police and will relay information on the operational status of the campus.

Facilities Management staff, University Police, Building Marshals and Monitors will assist with evacuation efforts when required.

If the lights go out before normal business hours (< 8:00 AM)

- Employees should activate department emergency contact phone trees to share information.

- Students and employees should call 1-877-STAN-411 (877-782- 6411) or check www.csustan.edu or social media for updates.
- University Police and Facilities staff will coordinate the dissemination of emergency instructions, as per procedures listed in the communication and notification annex and policy.

If the lights go out during the day

- The campus emergency hotline: 1-877-STAN-411 (877-782-6411) will have recorded message(s) for updates on the situation.
- Employees should activate department emergency contact phone trees to share information.
- Employees will be expected to remain on campus if conditions are safe. Managers may release staff from campus as appropriate.
- Course instructors will be the primary source of information for their students and will determine if lighting is sufficient for instruction to continue or if class should be interrupted or dismissed.
- Faculty should consult with their dean and the provost regarding a need to cancel classes. The dining facility will be open for students and employees excused from their classrooms or work site until power is restored, and the group will be notified when power is restored. Because the cafeteria also is dependent upon electricity, food service will not be available. Status of the electrical blackout will be posted at half-hour increments at the north and south entrances of the dining hall.
- If you have a disability or access and functional need, it is important that you establish a “buddy system” and

educate them regarding the type of assistance needed to evacuate

- Employees who leave their workspaces should take their personal items and lock the door behind them.
- Emergency corridor lighting in buildings will come on for a period and fire alarms should be operational.
- Building Monitors are to confirm that all elevators have been cleared and will post “do not use” signage.
- If you are in an elevator during an outage, use the emergency call button to reach emergency responders.
- Enclosed offices without lights should not be occupied. Where lighting is adequate, employees will be expected to continue working.
- Campus telephones should not be used except in case of emergency.
- Cellular and blue light telephones will operate normally.
- Turn off any equipment that was still in service (except IT equipment that is operating on its own uninterruptible power supplies) to avoid power surges when service is restored. Leave a task light turned on so that you can determine when service is restored.
- Avoid opening refrigerators, freezers, or other environment/ temperature-controlled rooms during the outage.
- Do not use candles for illumination. Use battery flashlights and lamps instead.
- Once power returns, all staff employees should report back to their area, and faculty and students should report to their next scheduled class and resume normal operations.

If the lights go out after dark

- Students, faculty, and staff are expected to leave campus if power stays off. Faculty who dismisses their classes because of the power outage should report their action to the department chair. Department chairs are to notify their respective deans and the provost.
- Course instructors will be the primary source of information for their students. The Facilities Services staff will coordinate with University Police to communicate with instructors regarding the operational status of the campus.
- If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance needed to evacuate or take cover during a utility failure.
- University Police vehicles will assist with providing lighting. Those who need assistance should flag down these vehicles.
- Those who leave campus should walk with another individual or group they trust.
- Escort shuttles will be available for transportation and have two-way radio communications with University Police.
- The campus emergency telephone number 1-877-STAN-411 (877-782-6411) will carry a recorded message so that individuals can call for updates on the situation.

Hazardous Materials Emergency Response Annex

Large-scale hazardous material releases on campus, contiguous highways, or from local jurisdictional areas have the potential to cause serious injuries and fatalities, create millions of dollars in property damage, and require major evacuations. Hazardous materials found on campus are in small quantities. An accidental release of such materials would normally pose a threat only to individuals in the immediate area. Such a release could be the result of fire, explosion, earthquake, aircraft accident, floods, or a combination of the above.

Be Informed

Stanislaus State encourages all students, faculty, and staff to take steps to protect yourself and the campus community from the effects of a hazardous material incident. During a hazardous material spill or leakage, you may be asked by emergency responders to either Shelter-in-Place or Evacuate, please refer to the Shelter-in-Place and Evacuation Annex for additional details.

Plan

Preparing for a hazardous material incident will ensure everyone knows what to do when you are encountered with a similar situation. Know your building exits, have an escape route in mind and identify places where you can shelter-in-place. Whenever possible, practice your safety plan or participate in university drills.

If you have a disability or access and functional need, it is important that you establish a “buddy system” and educate them regarding the type of assistance needed to evacuate or shelter-in-place during a hazardous material incident.

During a Hazardous Material Incident

1. On-Campus Release

- a. An on-campus release is unlikely to require the evacuation of more than a small area near the release. Individuals in the hazardous area will be warned and directed to leave the area by appropriate routes.
 - b. A perimeter will be established and sealed off by UPD to prevent entry to the hazardous area.
 - c. The University Director for Safety & Risk Management will be notified, and if available, will be responsible for advising on further actions.
 - d. Injured, exposed, or ill individuals will be decontaminated by the Turlock Fire Department Hazardous Materials Unit / EMS prior to transport to local hospitals or the Student Health Center as assessed by the EOC Medical Director.
 - e. Individuals with disabilities or AFN will be handled appropriately by trained responders should decontamination of persons be required. Special handling will also include exposed service animals.
2. Off-Campus Release
- a. A sudden release of hazardous materials may allow little time for an organized response. The appropriate action may be to lockdown or shelter in place, or if appropriate and circumstances permit, University personnel may be directed to designated gathering areas.
 - b. Depending on the circumstances the President, Executive Designee(s), or Emergency Responders will determine if evacuation may be the appropriate protective measure to take.

Any evacuation will be coordinated with local jurisdictional authorities.

- c. The Stanislaus State Emergency Operations Center Director will instruct the University community to exit the campus through specific and predetermined safe routes.
- d. Control of perimeter ingress / egress routes will be maintained by University Police following the evacuation to prevent unauthorized entry to university property. StanAlert ENS may be used to provide notification of closed areas.

Hazardous Materials Emergency Response Actions

Numerous state and federal regulations require an expedient and safe response to chemical releases. All major chemical emergencies should be reported immediately by calling 9-1-1. UPD staff will assume Unified Command until relieved by the Turlock Fire Department. Joint Incident Command is also an option depending upon the situation. University personnel should not exceed their level of skill and training.

Upon notification of a chemical release, police communications should:

1. Advise the responding officer of the hazardous condition.
2. If appropriate, advise the caller to activate the building fire alarm and to meet the officer outside and upwind of the spill location.
3. Notify a police supervisor immediately.
4. Notify the Director of Safety & Risk Management.

5. Request the Fire Department Hazardous Materials Unit respond. Contact the Turlock Fire Department via Turlock Police Department.

The responding officer should:

1. Approach the spill from upwind.
2. Provide emergency medical aid to victims only if it can be done without risking the responder's personal safety and/or contamination.
3. Establish a perimeter, isolate the area, and prevent entry into the spill scene. (Use the Emergency Response Guidebook to set the evacuation perimeter).
4. Detain individuals at the scene and obtain as much information as possible concerning the incident. (Always document, as this may be crucial to receiving federal recovery funding).
5. Notify police dispatch of the Incident Command staging area for incoming fire and EMS units. (Do so from a safe distance upwind).
6. If applicable, provide the Turlock Fire Department with building diagrams noting the locations of utility shut-off.

The Director for Safety & Risk Management should:

1. Conduct a site hazard assessment to determine:
 - The material that was spilled/released.
 - The quantity.
 - Hazards posed by the material (safety data sheet reference).

- The location of injured or contaminated individuals.
 - The need to shut down mechanical and electrical systems.
 - The potential for environmental contamination.
2. Determine if a Fire Department or cleanup contractor response will be needed.
 3. If time permits, relay hazard assessment information to police dispatch for use by responding fire fighters and EMS units.

If the Director for Safety & Risk Management is unavailable, the University police officer acting as the Incident Commander will assist the Fire Department with the hazard assessment.

The Fire Department will:

1. Assume Incident Command or Unified Command depending on the situation.
2. Identify hazards and mitigate immediate threats to life, the environment, and property.
3. Remain on scene until satisfied that the cleanup is proceeding in a safe and effective manner.

The Turlock Fire Department has trained personnel for initial response to hazardous materials releases. They are also able to obtain mutual aid assistance from the Stanislaus County Department of Environmental Resources (DER) for larger releases. The Stanislaus County phone number is (209) 525-4150. Stanislaus State, not the Turlock Fire Department, is responsible for providing contract clean up services.

Campus Notifications

The Director for Safety & Risk Management is responsible for notifying appropriate University executives of hazardous materials incidents that involve major injuries, property damage, the need for contract remediation services, or media involvement. Procurement should be advised of activation of contract services. The Incident Commander or designee will be responsible for making these notifications in the absence of the Director of Safety & Risk Management. The Public Information Officer or designee will manage public information and media notifications.

Regulatory Notifications

Safety & Risk Management will make the required regulatory notifications after consultation with the President or Executive Designee(s), when time permits. If Safety & Risk Management is unavailable, notifications will be made by a police supervisor. Failure to report major incidents can result in significant penalties. Required notifications should be made as soon as possible following initiation of the emergency response. All notifications must be documented.

Report hazardous materials releases equal to or more than 55 gallons of a liquid, 200 cubic feet of a gas or 500 pounds of a solid to the required regulatory agencies.

Contacts:

- Stanislaus County Department of Environmental Resources, Hazardous Materials Division, (209) 525-6700 or (209) 525-6727 (after hours)
- Cal OES Spill Reporting: (800) 852-7550 or Cal OES Warning Center (916) 845-8911

Removal of Hazardous Wastes

In the event of a situation where hazardous waste, either chemical or biological, is generated the Turlock Fire Department will assist in its containment and control but will not remove this material from the campus.

The following companies will need to be contacted directly for assistance to remove hazardous chemical and biological waste.

Belfor Property Restoration	Clean Harbors	CHEMTREC
24 hours: 877-339-4301	24 hours: 800-645-8265	24 hours: 800-424-9300

Hazardous Materials On-Campus Storage

There are three main accumulation sites at Stanislaus State.

1. Main temporary hazardous waste storage located along the west edge of the Corporation Yard (north side of campus).
2. Satellite temporary hazardous waste storage located on the first floor of Naraghi Hall room N135 for use by the College of Science (south central campus).
3. Satellite temporary hazardous waste storage located on the loading dock of the Art Building for use by the Art and theater Departments (southeast side of campus).

A map that shows the greatest known NFPA hazard levels for various buildings on campus is on file with the Safety & Risk Management, the Stanislaus County Department of Environmental Resources and City of Turlock Fire Department.

Pipeline Emergency Response Annex

General Situation

A pipeline leak or rupture in a densely populated area can cause significant damage to surrounding life and property due to an explosion and fire risks. The release of toxic materials into the atmosphere or surface and/or ground water supply poses a serious health risk. Any ignition source, such as an open flame or spark from equipment, has the potential to cause an explosion and fire if it comes in contact with pipeline contents. Regardless of the location of the leak or initial fire, additional explosions and leaks have the potential to cause injuries and fatalities.

Campus Specific Situation

Stanislaus State is susceptible to gas leaks and explosions due to the gas transmission pipeline that runs down Geer Road bordering the east side of the Turlock campus. The map below shows the two transmission pipeline areas, in blue, within the City of Turlock. The pipeline on Geer Road bordering the east side of Stanislaus State is a natural gas transmission pipeline and monitored by Pacific Gas and Electric (PG&E). There are multiple pipelines under the railroad tracks on Golden State Boulevard that are monitored by Kinder-Morgan.



Map shows two (2) gas transmission pipelines in Turlock, CA

Roles and Responsibilities

During a pipeline incident, the University will be responsible for the initial reporting and response actions, but the actual management of the leak or explosion will be the responsibility of PG&E (Pacific Gas and Electric) and Turlock Fire Department.

University Emergency Management

- Ensure the campus community has been notified about the incident if it has the potential to cause danger to life.
- Activate the Emergency Operations Center and this Emergency Operations Plan.
- Keep the University President informed.
- Inform the University Public Information Officer or designee.
- Coordinate with outside agencies.
- Gather maps and documentation for pipeline incident management.

University Police Department

- Provide initial scene assessment to incoming responders and coordinate to stabilize the incident.
- Provide University-specific information to first responders, if requested.
- Maintain scene security and perimeter control.

University Safety & Risk Management

- Ensure scene safety of internal and external responders
- Provide information about pipeline contents if requested and known.
- Work with other agencies and departments to identify the hazard.

University Facilities Services

- Coordinate with PG&E operators.
- Coordinate with and take direction from PG&E to stabilize the incident.
- Provide maps of university utilities and buildings if requested.
- DO NOT ATTEMPT TO SHUT OFF OR RESTORE GAS TO THE CAMPUS WITHOUT PG&E PERSONNEL ON SCENE (by attempting to do this yourself it could cause a larger incident to occur).

Pipeline Operator Coordination

Pacific Gas and Electric (PG&E) is the company responsible for the gas pipeline on Geer Road, and they should be contacted as soon as possible. This will set into motion a series of events ranging from dispatching additional trained personnel to a gas shutdown to activating the local emergency response plan.

Call the PG&E Pipeline Operator

Immediately call one of the 24-hour emergency numbers listed below. The Control Center will dispatch a representative to the scene and immediately act to shut down the pipeline and isolate the emergency. Be prepared to provide the Control Center with the following information.

- Call-back number and contact name (usually the field Incident Commander)
- Detailed location, including University Street address, city, state, and county
- Specific campus area affected, location of the leak or incident
- Description of the incident
- Type of emergency: fire, leak, or vapor cloud

- When the incident was reported locally
- Any known injuries/fatalities
- Type and extent of property damage
- Other officials on site: police, fire, medical
- Surrounding exposures/sensitive areas
- Special conditions: nearby school, hospital, railroad, etc.
- Local conditions: wind and weather
 - Contact Turlock Irrigation District (TID) for wind direction: (209) 667-0206

Emergency Numbers – Stanislaus County

PG&E 24-hour		
Gas & Electric Emergency	888-743-4911	First Responders emergency line.
Gas Transmission Emergency	800-811-4111	This number rings straight into the gas control room.
Other Emergencies	800-743-5000	Gas, Downed Powerlines, etc.
Non-Emergency	831-635-2201	

Critical Decisions (Evacuation/ Shelter-in-Place)

In the event of a gas leak or explosion, there will be a need to evacuate the campus or an area of campus, or have the campus put into a mode of shelter-in-place. The need for an evacuation may be determined by several factors including:

- The probable release duration, the quantity and nature of any released fluid, such as a large release of toxic gas, may require considerable numbers to be evacuated, especially those located downwind of the emergency location.

- Other consequences of a release, such as an explosion, may render an area unsuitable for people to remain due to damage, loss of services, etc.
- As a precautionary measure, in case of an explosion or other escalation of emergency.
- The make-up of the potentially affected population.

Stanislaus State has several ways to contact students, faculty, staff, and visitors on campus to make them aware of major situations, especially if it requires an evacuation or shelter-in-place. There is also a need to inform those who may be on their way to the campus.

- **Fire Alarms** – After a fire alarm is activated for a major incident requiring an evacuation, an emergency responder would be there to further direct the evacuees.
- **Building Marshals and Evacuation Monitors** – Building Marshals are equipped with a two-way radio connected to the University's police dispatch.
- **Emergency Notification System (StanAlert)** – The University Police and the Office of Information Technology have implemented an emergency notification system (StanAlert) that is capable of rapidly sending voice, email and text messages to all students, faculty, and staff
 - During critical situations, this system will be used to provide emergency details and information on the appropriate response to all students, faculty, and staff.
 - Emergency communications will be sent via email, listed phone numbers such as office, home and mobile phone text messages.
- **Emergency Alert Hotline 1-877-STAN-411 (1-877-782-6411)** – This number will have a recorded message with

current information about any large-scale emergency/disaster occurring on campus

- **University Website and social media** – These sites will have information on any large-scale emergency/disaster occurring on campus

Rapid Assessment/ Checklist Annex

Executive Emergency Operations Staff Checklists

University President

President or Acting President

Function: Establish policies for emergency response as required. Authorize protective and precautionary measures as warranted by the situation and functions as the highest level of university authority during a disaster or major incident.

- Report to the President's Office conference room or alternate location, if necessary.
- Obtain a briefing of the situation from the Emergency Operations Executive.
- Provide oversight of the crisis management process
- Establish regular, ongoing communications with the Chancellor's Office and other critical stakeholders.
- Interface with the Executive Policy Group throughout the management of the event.
 - Provost, Vice President for Academic Affairs
 - Vice President for Business & Finance
 - Vice President for Student Affairs
 - Vice President for University Advancement
 - Vice President for Strategic Planning, Enrollment Management, and Innovation
 - Sr. Associate Vice President for Human Resources, Equal Opportunity, and Compliance
 - University Chief of Police
 - Director of Administrative Operations
 - Director for Presidential Initiatives
- Set strategic direction and priorities

- Assess the need to activate the Emergency Operations Plan, and/or the Continuity of Operations Plan (COOP)
- Provide policy direction to the Emergency Operations Center, if activated
- Consult with the Executive Policy Group to determine continuity of operations activation levels, per the COOP, and alert affected administrators of the need to activate their department Business Continuity Plans through StanReady.
- Declare a Campus Emergency when necessary
 - Issue an Emergency Declaration and a proclamation ending the Emergency Declaration
- Authorize protective or precautionary measures as appropriate to include:
 - University Closure
 - Evacuation
 - Shelter-in-Place
 - Academic Operations and Program cancellation/resumption
- Issue necessary public announcements and statements through the University Public Information Officer

Emergency Operations Executive (EOE)

Vice President for Business & Finance or acting Emergency Operations Executive

Function: Advise the President, ensure that the emergency organization performs in accordance with established procedures, oversee the operation of the emergency plan and serve as the liaison between the President and the EOC Director.

- Notify and brief the President on the emergency/disaster
- Report to the President's Office conference room
- Obtain authorization from the President to activate the Emergency Operations Plan
- Consider a declaration of a Campus Emergency, activation of the EOC (if not already activated), evacuation, shelter-in-place, and/or campus closure
 - If EOC not already activated, direct the activation of the EOC if required
- Establish communication with the Executive Policy Group and the EOC Director
- Ensure that all emergency notifications have been made when feasible
- Direct the EOC Director to implement measures authorized by the University President
- Authorize emergency messages and dissemination of public information to the University community through the Public Information Officer
- Obtain situation reports and updates on the incident and ongoing response from the EOC Director and brief the President and Executive Policy Group
- In consultation with the President, establish priorities for emergency response

- As appropriate, when the emergency is over or as the incident stabilizes, advise the EOC Director to demobilize unnecessary response sections and notify affected emergency organizations and the University community
- Consult with the Executive Policy Group to determine continuity of operations activation levels, per the Continuity of Operations Plan (COOP) and alert affected administrators of the need to activate their department Business Continuity Plan through StanReady.

Emergency Operations Center Staff Checklists

All EOC staff must read this checklist in addition to their specific section list of actions.

Emergency Operations Center Activation/Arrival Demobilization Instructions

INITIAL CONTACT FOR ACTIVATION

When you are contacted for an Emergency Operations Center (EOC) staff meeting OR actual activation during a campus emergency or disaster, please report to the EOC at the University Police Department, or the alternate location given.

- Bring your mobile EOC tote bag equipped with the items you will need to meet your responsibilities (EOC ID card, thumb drive, paperwork, forms, emergency contact numbers, etc.)
- You will need to show your EOC identification card to gain access through campus perimeters and parking areas
- When you arrive at the UPD lobby, please show your EOC ID card and state you are reporting to the EOC

ACTIVATION UPON ARRIVAL TO THE EOC

- Check in and sign the roster
- Obtain a briefing on the situation
- Review your position responsibilities
- Set up your workstation, including maps and status boards
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do
- Open and maintain sections logs
- Determine if other section staff are at the EOC

- Adopt a proactive attitude, think ahead, and anticipate situations and problems before they occur

OPERATIONAL PERIOD SHIFT CHANGE

- Ensure that all required forms or reports are complete prior to your release and departure
- When released, leave all the forms and logs with the Documentation Unit Leader
- When another person relieves you, ensure that they are thoroughly briefed on the situation before you leave your workstation
- Clean up your work area before you leave

DEACTIVATION/DEMOBILIZATION

- Obtain authorization from your Section Chief or the EOC Director to deactivate
- Ensure that open actions are handled or transferred to other section staff as needed
- Release subordinate staff when no longer required
- Ensure that all required forms or reports are completed prior to demobilization
- Clean up and refresh all supplies in your workstation
- Be prepared to provide input for the after-action report
- Sign out (including time) when you leave the EOC

EOC Command Staff

EOC Director

Primary: Int. Dir. Safety & Risk Management

1st Alternate: UPD Chief of Police

2nd Alternate: UPD Captain or Designee

Management or General Staff: Management

Section Assigned: Management Section

Reports To: Executive Policy Group

Supervises: Management of the EOC and assigned personnel

General Description of Role:

The EOC Director has overall responsibility and authority for the operation of the EOC. The EOC Director will assure you that the EOC is staffed and operated at a level commensurate with the emergency incident response. The EOC Director will delegate authority as appropriate and necessary to members of the Management Staff and to the General Staff. Standard functions may include, but are not limited to:

- Management Staff
 - EOC Coordinator
 - Public Information Officer
 - Campus Liaison Officer
 - Safety Officer
- General Staff
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief

General Responsibilities:

- Exercise overall management responsibility for the coordination between field emergency incident

response and the EOC. In conjunction with Incident Commander(s), EOC General Staff and Management Staff, coordinate, manage, and support response efforts. The Policy Group will set overall priorities and objectives for the incident.

- Provide support to local authorities and ensure that all actions are accomplished within the priorities established.
- Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate notifications occur as required.
- Direct, in consultation with the Public Information Officer, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, social media announcements, and other public information materials as required.
- Liaise with the Policy Group.
- Upon Declaration of State of Campus Emergency, ensure that the following agencies are notified:
 - Stanislaus County of Public Health
 - Emanuel Medical Center
 - City of Turlock Emergency Services
 - Stanislaus County Office of Emergency Services
 - San Joaquin County Office of Emergency Services

Unit Management:

- Determine EOC staffing. Order/release staff, as necessary.
- Assemble and brief EOC staff.
 - Provide incident/disaster situation summary.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief staff on work schedule, position roles & responsibilities, EOC priorities, and ensure staff

- has appropriate access to all electronic files and forms.
 - Ensure staff schedule matches EOC planning and operational cycle.
 - Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all EOC personnel.
- Assign/delegate duties to staff.
- Maintain after-hours contact information for staff (hotel, phone numbers, etc.)
- Review work and evaluate performance.
- Resolve problems early; involve the Policy Group, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Respond immediately to the EOC and Check In.
- ☐ Obtain initial briefing from whatever sources are available.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Determine appropriate staffing/mobilization for the initial activation of the EOC.
- ☐ Ensure that the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC check-in procedure is established immediately.
- ☐ Assign Management Staff and General Staff personnel, as required.

- ☐ Schedule and conduct an initial briefing. (See Guide for Conducting Initial EOC Briefings in binder.)
- ☐ Ensure that specific incident information will only be released by the Public Information Officer / Joint Information Center as approved by the EOC Director. (EOC staff shall not share information via social media or other venues with agencies or individuals who are not part of the response or management of the incident.)
- ☐ Coordinate with other Local Government EOC's and/or the Operational Area EOC.
- ☐ Ensure that telephone and/or radio communications with other EOC's and field command posts are established and functioning.
- ☐ Ensure EOC organization and staffing chart is posted and arriving team members are assigned appropriate roles.
- ☐ With overall policy direction from the Policy Group, establish initial priorities for EOC operations based on status and information from Incident Commander in the field.
- ☐ Confer with the Management Staff and General Staff to determine what representation is needed at the EOC from other emergency response agencies, local governments, and other cooperating or assisting agencies.
- ☐ Assign a Liaison Officer to coordinate outside agency response to the EOC.
- ☐ Ensure the Planning Section Chief schedules and conducts an initial Planning meeting and posts subsequent meeting schedules throughout the EOC.
- ☐ Determine/set Operational Periods (shift hours).
- ☐ Set up your workstation and review your position responsibilities.

- ❑ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ❑ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ❑ Establish and maintain a position log (ICS form 214) and other necessary files.
- ❑ Ensure that all communications with affected/appropriate emergency response divisions are maintained.
- ❑ Plan and ensure briefings are conducted with Management Staff, the Executive Policy Group, the media, and the public, as necessary.
- ❑ Establish and maintain inter-agency coordination groups, as necessary.
- ❑ Ensure the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ❑ 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.
- ❑ Ensure the Liaison Officer and/or PIO coordinate EOC visits and requests for VIP tours.
- ❑ Ensure a smooth transition occurs with operational shift change activity.
- ❑ Ensure that the Operations Section Chief leads and facilitates the EOC Strategy/Tactics meeting in advance of the EOC Action Planning Meeting with appropriate personnel in attendance.
- ❑ Ensure that all Section Chiefs, Management Staff, and other key agency representatives attend EOC Action Planning Meetings and Operational Period Briefings. Ensure the Planning Section Chief facilitates these meetings appropriately.

- ☐ Once the EOC Action Plan is completed by the Planning Section, review, approve, and authorize its implementation.
- ☐ Conduct periodic briefings with the EOC Management Team to ensure response priorities and objectives are current and appropriate.
- ☐ Conduct periodic briefings for the Policy/MAC Group, elected officials, and other city/county administrators or their representatives.
- ☐ Assign special projects or other duties to Deputy EOC Director, as needed.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet

**221 – Demobilization Check-Out*****223 – Tentative Release List****225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Assist with Operational Period changeover, as necessary.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Authorize demobilization of Sections, Branches, Units, and other personnel when they are no longer required.
- ☐ Ensure notification of Executive Policy Group, field command posts, and other appropriate agencies and organizations of the planned demobilization.
- ☐ 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.
- ☐ Upon demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted to the Planning

Section (Documentation Unit), as appropriate, prior to your departure.

- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ If needed, complete any necessary performance evaluations for staff (ICS form 225).
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Determine the need for a “Hot Wash” and/or After-Action Report. Schedule meetings and After-Action assignments/follow up, as necessary.

Safety Officer

Health & Safety Specialist

Management or General Staff: Management

Section Assigned: Management Section

Reports To: EOC Director

Supervises: Assistant Safety/Security Officers (if assigned)

General Description of Role:

The Safety Officer position at the Emergency Operations Center (EOC) is to ensure that a safe and secure working environment is established and maintained within and around the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer will also ensure that personnel working in EOC positions are not over stressed or working for extended periods of time that may jeopardize their health.

General Responsibilities:

- Ensure that all buildings, parking lots, and other facilities used in support of the EOC are in a safe and secure operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.
- Investigate injuries and report them to the Compensation/Claims Unit and EOC Director.
- Review or initiate Safety Plan and all Safety Messages.

Supervisory Roles:

- Ensure general welfare and safety of assigned personnel.

- Assign/delegate duties to staff (if Assistant Safety is appointed).
- Maintain after-hours contact information for staff (hotel, phone numbers, etc.)
- Review work and evaluate performance of assigned personnel.
- Resolve problems early; involve EOC Director, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Task Checklist:

Immediate Actions:

- ☐ Check-In at the EOC.
- ☐ Report to the EOC Director to obtain an initial briefing and clarify any issues regarding your authority and assignment.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Obtain an EOC organization chart, floor plan, and telephone list from the EOC Director, EOC Coordinator, or another designated person.
- ☐ Establish contact with the EOC Section Chiefs and the Human Resources/Faculty Affairs and Medical Units (if established) to facilitate safety, medical, and injury coordination throughout the activation. Advise them of your availability and assigned work location in the EOC.
- ☐ Determine any unique or unusual safety concerns for the incident or event.

- ☐ Determine the need to create a safety message or site-safety message.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Provide overall procedural guidance to Assistant Safety, if assigned.
- ☐ Coordinate with the Check-in function for any safety procedures.
- ☐ Develop Safety Message, when appropriate.
- ☐ Review Unit/Activity Logs (ICS Form 214) for safety concerns and messages.
- ☐ Tour the entire EOC facility and grounds and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in injury or liability (unsafe layout or equipment set-up, etc.)
- ☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, fire alarms, automated external defibrillators (AED), first aid kits, and evacuation routes and exits.
- ☐ Become familiar with particularly hazardous conditions in the facility, act when necessary.
- ☐ Attend strategy/tactics and planning meetings, briefings, and news conferences, as requested. Advocate effective risk management.
- ☐ In the Strategy/Tactics meetings, complete the Incident Safety Analysis Mitigation form (ICS Form 215A).
- ☐ Consult with the EOC Director and General Staff Chiefs on the need to prepare and present an EOC Safety Message and Site-Safety Plan at appropriate meetings and briefings (ICS Forms 202/208).
- ☐ Review the EOC Action Plan for safety implications.

- ☐ If the incident that caused the activation was an earthquake, provide guidance regarding actions to be taken in preparation of aftershocks.
- ☐ Ensure that the EOC facility and parking lots are free from any environmental threats (i.e., radiation exposure, air purity, water quality, etc.).
- ☐ Keep current with EOC resources and activities as it relates to safety and security.
- ☐ Keep the EOC Director advised of unsafe conditions, act when necessary.
- ☐ Exercise emergency authority to stop or prevent unsafe acts and communicate such exercise of authority to EOC management staff.
- ☐ Investigate accidents or injuries that occurred at the EOC facility.
- ☐ Coordinate with the Finance/Administration Section Compensation and Claims Unit in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- ☐ Review/Create the EOC Medical Plan (ICS Form 206).
- ☐ Ensure the Safety and Compensations/Claims functions complement each other in the areas of briefings, investigations, and documentation.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ **202 – Incident Objectives (Safety Message)**
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ **206 – Medical Plan**
- ☐ 207 – Incident Organization Chart
- ☐ **208 – Site Safety Plan**

<input type="checkbox"/>	209 – Incident Status Summary
<input type="checkbox"/>	210 – Resource Status Change
<input type="checkbox"/>	211 – Incident Check-In List
<input type="checkbox"/>	213 – General Message Form
<input type="checkbox"/>	213RR – Resource Request Message
<input type="checkbox"/>	214 – Activity Log
<input type="checkbox"/>	215 – Operational Planning Worksheet
<input type="checkbox"/>	215A – Incident Action Plan Safety Analysis
<input type="checkbox"/>	*215M – Incident Resource Projection Matrix
<input type="checkbox"/>	*216 – Radio Requirements Worksheet
<input type="checkbox"/>	218 – Support Vehicle / Equipment Inventory
<input type="checkbox"/>	219 – Resource Cards – T-Cards
<input type="checkbox"/>	220 – Air Operations Summary Worksheet
<input type="checkbox"/>	221 – Demobilization Check-Out
<input type="checkbox"/>	*223 – Tentative Release List
<input type="checkbox"/>	225 – Incident Personnel Performance Rating

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2.

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents

should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted to the Planning Section (Documentation Unit), as appropriate, prior to your departure.

- ☐ Check with the Human Resources/Faculty Affairs Unit to ensure all injury and safety reports have been turned in and routed appropriately.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If needed, complete any necessary performance evaluation (ICS form 225) for staff
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or After-Action Report.

Public Information Officer

Sr. AVP for Communication, Marketing and Media Relations

Management or General Staff: Management

Section Assigned: Management Section

Reports To: EOC Director

Supervises: Assistant Public Information Officers or others as assigned

General Description of Role:

The Public Information Officer (PIO) serves as the primary point of contact between the EOC, the media, and the public. The PIO will prepare information releases, brief media representatives, and provide press conferences. Normally, the PIO function will also oversee rumor control activity. A Joint Information Center (JIC) or Media Center may be established to coordinate PIO activity and information.

A primary source of information for the PIO 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 the Situation Analysis Unit should be the best available and will have been verified for accuracy. The PIO will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

Organizing the Information function in an 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 Staff.

Assistant Information Officers may be assigned as needed in the following areas:

- Information Gathering
- Media Center
- Rumor Control
- Joint Information Center (JIC)
- Print media dissemination
- Broadcast media dissemination

General Responsibilities:

- Serve as the central coordination point for the University for all press and media releases.
- 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.
- Coordinate media releases with Public Information Officers at command posts or field incidents and/or representing other affected emergency response agencies, as required.
- Maintain a positive relationship with the media representatives.
- Supervise the Public Information function.

Supervisory Roles:

- Ensure general welfare and safety of assigned personnel.
- Assign/delegate duties to staff (if Assistant Public Information Officer(s) is/are appointed).
- Maintain after-hours contact information for staff (hotel, phone numbers, etc.).
- Review work and evaluate performance of assigned personnel.
- Resolve problems early; involve EOC Director, as appropriate.

- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Check-In at the EOC or other designated location.
- ☐ Report to the EOC Director or another assigned supervisor.
- ☐ Obtain initial briefing from EOC Director, or designee.
- ☐ Obtain policy guidance from the EOC Director regarding press/media releases.
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information function, as necessary.
- ☐ Determine PIO logistical needs and if activation of a Joint Information Center is necessary.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Provide procedural guidance to Assistant Public Information Officer(s), if assigned.
- ☐ 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.

- Attend Management and General Staff meetings, strategy and planning meetings, briefings, and news conferences, as needed.
- Coordinate with the Situation Status 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.
- Provide guidance to ensure a smooth transition occurs with operational shift change activity.
- Establish a Joint Information/Media Information Center (JIC), as required, providing necessary workspace, materials, telephones, electrical power, and adequate parking. Consider assigning a Joint Information Center Manager.
- Maintain up-to-date status boards and other references at the JIC/Media Information Center. Provide adequate staff to answer questions from the members of the media.
- Interact with other EOC PIOs (Public Information Officer) (Public Information Officer) and obtain information relative to public information operations.
- Assist in the development of content and dissemination of state Emergency Notification System (ENS) messages, as needed, and approved by the EOC Director. Monitor ENS releases, as necessary.
- In coordination with other EOC Sections, and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- At the request of the EOC Director, prepare media briefings for the campus community, members of the agencies or jurisdiction Policy Group 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.
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Provide information and updates to the emergency information website (www.csustan.edu)
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.)
- ☐ Consider using social media (Facebook, Twitter, etc.) to communicate with/update the public.
- ☐ 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.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form

- ☐ 213RR – Resource Request Message
 - ☐ **214 – Activity Log**
 - ☐ 215 – Operational Planning Worksheet
 - ☐ 215A – Incident Action Plan Safety Analysis
 - ☐ *215M – Incident Resource Projection Matrix
 - ☐ *216 – Radio Requirements Worksheet
 - ☐ 218 – Support Vehicle / Equipment Inventory
 - ☐ 219 – Resource Cards – T-Cards
 - ☐ 220 – Air Operations Summary Worksheet
 - ☐ 221 – Demobilization Check-Out
 - ☐ *223 – Tentative Release List
 - ☐ **225 – Incident Personnel Performance Rating**
- Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2.

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Ensure that in-progress activities are identified, and follow-up requirements are known.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Contact agencies or people you worked with during the emergency and notify them of deactivation and whom they should contact for any on-going actions or newsworthy items.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

- Make sure to transfer any ongoing missions and/or actions to appropriate full-time or appropriate on-duty staff.
- Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- Leave a forwarding telephone number where you can be reached.
- If needed, complete any necessary performance evaluations for staff (ICS form 225)
- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
- Be prepared to provide input during a “Hot Wash” and/or After-Action Report.

EOC Coordinator

Emergency Management & Business Continuity Specialist

Management or General Staff: Management

Section Assigned: Management Section

Reports To: EOC Director

Supervises: Operational aspects of the EOC

General Description of Role:

The EOC Coordinator facilitates the overall functioning of the EOC. Assist and serve as an advisor to the EOC Director and EOC staff as needed. Communicate between University EOC and other agencies.

General Responsibilities:

- Facilitate the overall functioning of the EOC.
- Knowledgeable of the activation and workings of the EOC facility, including typical staffing structure to meet common needs.
- Knowledgeable of ICS, SEMS, and NIMS.
- A good working knowledge of systems, equipment and processes used in EOC activation and operations.
- Assist and serve as advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with local government or Operational Area emergency plans and procedures.
- Assist the Liaison Officer in ensuring that proper procedures are in place for directing Agency Representatives, conducting VIP/visitor tours, and coordinating security and accessibility to the EOC.
- Ensure those working in the EOC are aware of and can access the shared computer location to save documents.
- Ensure personnel working in the EOC are displaying appropriate identification badges and wearing position (colored Section) vests.

Supervisory Roles:

- Ensure general welfare and safety of all EOC personnel.
- Assign duties to staff.
- Maintain after-hours contact information for staff (hotel, phone numbers, etc.)
- Review work and evaluate performance.
- Resolve problems early; involve EOC Director, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists and their portion of the EOC manual.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Report to the EOC Director or another assigned supervisor.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Provide assistance and information regarding section staffing to all General Staff.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Provide overall procedural guidance to the General Staff, as required.

- ☐ Provide general advice and guidance to the EOC Director, as required.
- ☐ If requested, attend planning, Management and General Staff meetings.
- ☐ Ensure the CSU Emergency Manager Council, Local and Operational Area EOC has been notified of the University EOC activation.
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the public, as necessary.
- ☐ Assist the EOC Director and Liaison Officer in establishing and maintaining inter-agency coordination groups, as necessary.
- ☐ Assist the Liaison Officer and/or PIO with coordination of all EOC visits and/or tours.
- ☐ Provide assistance with operational shift change activity, as required.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
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- ☐ 207 – Incident Organization Chart
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 - ☐ *216 – Radio Requirements Worksheet
 - ☐ 218 – Support Vehicle / Equipment Inventory
 - ☐ 219 – Resource Cards – T-Cards
 - ☐ 220 – Air Operations Summary Worksheet
 - ☐ 221 – Demobilization Check-Out
 - ☐ *223 – Tentative Release List
 - ☐ 225 – Incident Personnel Performance Rating
- Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Assist EOC Director and General Staff with Operational Period changeover, as necessary.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel and turning in your EOC identification card.

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your

supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.

- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel and turning in your EOC identification card. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Campus Liaison Officer

Dean of Students or Designee

Management or General Staff: Management

Section Assigned: Management Section

Reports To: EOC Director

Supervises: Division Liaisons, Agency Representatives

General Description of Role:

The Liaison Officer function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will coordinate with the EOC Coordinator to ensure that agency representatives are provided with the necessary workspace, communications, information, and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC. The Liaison Officer also establishes and maintains communication/contact with involved departments outside of the EOC. This position is activated depending on the specific nature of the incident, and only as needed.

General Responsibilities:

- Oversee all liaison activities, including coordinating department liaisons assigned to the EOC.
- Clarify Liaison Officer roles and responsibilities to avoid conflicts or duplication of effort with the EOC Coordinator.
- In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
- Establish contact with essential University groups as needed:
 - Housing Liaison
 - Student Affairs Liaison
 - Academic Affairs Liaison

- Psychological Counseling Liaison
- Information Technology Liaison
- Faculty Affairs Liaison
- Stockton Campus Liaison
- Maintain a roster of department liaisons located at the EOC. The roster should include assignments within the EOC and be distributed on a regular basis.
- Keep departments/agencies that are supporting the University response operations aware of the incident status.
- Periodically, or as requested, brief the EOC Director on current resource status, including limitations and capability of assisting agency/department resources.

Supervisory Roles:

- Ensure general welfare and safety of assigned personnel.
- Maintain after-hours contact information for staff (hotel, phone numbers, etc.)
- Review work and evaluate performance.
- Resolve problems early; involve EOC Director, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists and their portion of the EOC manual.

Task Checklist:

Immediate Actions:

- ☐ Check-In at the EOC.
- ☐ Report to the EOC Director or another assigned supervisor.
- ☐ Obtain initial briefing from EOC Director, or designee.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Set up your workstation and review your position responsibilities.

- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Provide overall procedural guidance to Department Liaisons, if assigned.
- ☐ Attend Command and General Staff meetings, strategy and planning meetings, briefings, and news conferences, as needed.
- ☐ Ensure that all communications with affected/appropriate emergency response agencies are established and maintained.
- ☐ Coordinate VIP Tours with the PIO and/or EOC Coordinator, as needed.
- ☐ Provide guidance to ensure a smooth transition occurs with operational shift change activity.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List

- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet
- ☐ 221 – Demobilization Check-Out
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Assist the EOC Director with Operational Period changeover, as necessary.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted to the Planning

Section (Documentation Unit), as appropriate, prior to your departure.

- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If needed, complete any necessary performance evaluations (ICS form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or After-Action Report.

EOC General Staff

Operations Section Chief

University Police Captain or Designee

Management or General Staff: General Staff

Reports To: EOC Director

Supervises: Branches and/or Units within the Operations Section

General Description of Role:

The Operations Section Chief is responsible for the management and coordination of all EOC related operational functions. The Operations Section Chief will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed. The EOC Operations Section serves as a communications conduit between the EOC and field operations.

General Responsibilities:

- Attend and participate in EOC Action Planning meetings.
- Provide regular Section Status Reports to the EOC Director and Situation Unit.
- Establish the appropriate level of Branch and/or Unit organizations within the Operations Section to effectively fulfill the EOC Action Plan objectives.
- Exercise overall responsibility for the coordination of Branch/Unit activities within the Operations Section.
- Authorize resource requests and forward critical resource requests to the EOC Director for approval.
- Continuously monitor the organizational effectiveness and modify, as necessary.
- Ensure all Operations Section resources are tracked and accounted for in cooperation with the Planning

Section Resource Unit, as well as resources ordered through Mutual Aid.

- Ensure Operations Section transportation requirements, in support of response operations, are met.
- Meet regularly with Operations Section staff and work to reach consensus on Operations Section objectives for forthcoming operational periods and that they are carried out effectively as per the EOC Action Plan.
- Provide the Planning Section Chief with Operations Section objectives at least 30 minutes prior to each Action Planning meeting.
- Ensure that the Situation Unit / Planning Section is provided with status reports and major incident reports as they occur.
- Review the suggested list of resources to be released with the Logistics Section, prior to their release.
- Manage and supervise the Operations Section.

Unit Management:

- Determine Section/Branch/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Section/Branch/Unit.
 - Provide incident/disaster situation summary.
 - Provide Operations Section Staff with information updates via Section briefings, as required.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Section/Branch/Unit staff on work schedule, position roles & responsibilities, priorities, and ensure staff has appropriate access to all electronic files and forms.
 - Ensure Section/Branch/Unit schedule matches EOC planning and operational cycle.

- Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Section personnel.
- Assign duties to Section/Branch/Unit personnel.
- Maintain after-hours contact information for Section staff (phone numbers, hotel, etc.).
- Review work and evaluate performance.
- Resolve problems early; involve EOC Director as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Obtain a situation briefing from EOC Director, Planning Section Chief or other EOC management staff as appropriate.
- ☐ Meet with EOC Director and Management Team to identify immediate Operations Section needs.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Determine necessary tasks for the Operations Section and assign staff, request additional staff as necessary with approval of EOC Director or approved process.
- ☐ Consider assigning a Deputy Operations Section Chief.

- ☐ Based on the situation, activate and direct appropriate Branches or Units within the Section. Designate Branch Directors or Unit Leaders, as necessary. Examples:
 - Fire Branch
 - Law Enforcement Branch
 - Public Works Branch
 - Medical & Health Branch
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214).
- ☐ Assist Branch Directors or Unit Leaders in developing objectives for the Operations Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- ☐ Determine if there are mutual aid requests for Operations Section functional areas. Initiate coordination with appropriate mutual aid systems as required and request their representation in the EOC.
- ☐ Request additional personnel for the Operations Section as necessary for 24-hour operation.
- ☐ Ensure that there is adequate communications equipment and radio frequencies available, as necessary for the Section and dependent upon the needs of the activation.
- ☐ Determine the estimated times of arrival of Operations Section staff from the Personnel Unit in the Logistics Section.
- ☐ If needed, confer with the EOC Director to ensure 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 Section.
- ☐ Coordinate with the Planning Section Chief to determine the need for any Technical Specialists.
- ☐ Establish phone or radio communications with the Incident Commander(s) and coordinate accordingly.
- ☐ Determine activation status of other EOC's 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 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/Units in the Operations Section; develop an Operations Plan detailing strategies for carrying out Operations Section objectives.
- ☐ Anticipate situations and problems that may need to be addressed during the present, next and future operational periods and initiate planning or take mitigation actions.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214), Operations Section log, and ensure other necessary files are maintained.
- ☐ Ensure that all Section personnel are maintaining their individual position logs (ICS form 214) and other paperwork, as required.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ If requested, attend other planning, Management and General Staff meetings.

- ☐ Keep the EOC Director informed of all significant issues relating to the Operations Section.
- ☐ Ensure critical resources are allocated according to EOC Action Plan policy, priorities, and direction.
- ☐ 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. (Consider using an ICS 209 form.)
- ☐ Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- ☐ Ensure that the Branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure Branch Directors are coordinating with Mutual Aid Coordinators for their respective discipline involved in the emergency.
- ☐ Ensure that intelligence information from Branch Directors is made available to the Planning Section, or other assigned/appropriate intelligence function, in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section
- ☐ Conduct periodic briefings to Section Staff and work to reach consensus among staff on objectives for forthcoming operational periods.
- ☐ Maintain status of all Operations Section resources. (Assigned, Available, or Out of Service.)
- ☐ Share status information with other Sections, as appropriate.

- ☐ Continuously monitor the appropriate level of staffing within the Operations Section for effectiveness of the organization and modify as required.
- ☐ Identify resources that could be demobilized early and advise other Section Chiefs.
- ☐ Ensure ICS 204 forms for the Section and each Branch are completed for the EOC Action Plan in coordination with the Planning Section.

ICS (NIMS) forms common to EOC Activations:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ **204 – Assignment List (coordinate with Planning Section to complete)**
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ **209 – Incident Status Summary (Operations activity for the Op. Period)**
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ **215 – Operational Planning Worksheet (work with RESL to complete)**
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards



220 – Air Operations Summary Worksheet



221 – Demobilization Check-Out



***223 – Tentative Release List**



225 – Incident Personnel Performance Rating

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Identify high-cost resources that could be demobilized early and advise other Section Chiefs.
- ☐ Ensure coordination with other Sections before commencing demobilization.
- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.

- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Police Branch Director

University Police Sergeant or Designee

Management or General Staff: General Staff

Reports To: Operations Section Chief

Supervises: Law Enforcement Branch / Units within the Operations Section

General Description of Role:

The Police Branch in the Emergency Operations Center (EOC) Operations Section is responsible for linking the EOC to law enforcement agencies, Dispatch Centers, the Law Enforcement Mutual Aid System, and with Incident Command (IC) on incidents under the management of law enforcement agencies. The Law Enforcement Branch Director reports to the EOC Operations Section Chief. The Branch will obtain situation reports, requests for resource support (in coordination with the mutual aid system) and be the primary link from the EOC to law enforcement operations.

General Responsibilities:

- Ensure that the Law Enforcement Branch function is carried out.
- Attend and participate in EOC Action Planning meetings, as necessary.
- Coordinate movement and evacuation operations during an emergency.
- Coordinate law enforcement, search and rescue, and traffic/crowd control operations during an emergency.
- Coordinate site security at incidents and/or crime scenes.
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Critical Response Unit Mutual Aid Agreement.

- Provide regular Branch Status Reports to the Operations Section Chief and Situation Status Unit.
- Exercise overall responsibility for the coordination of Unit activities within the Police Branch.
- Authorize resource requests and forward critical resource requests to the Operations Section Chief for approval.
- Ensure all Police Branch resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Ensure Police Branch transportation requirements, in support of response operations, are met.
- Provide the Operations Section Chief with Law Enforcement Branch objectives at least 60 minutes prior to each Action Planning meeting.
- Ensure that the Operations Section Chief is provided with status reports and major incident reports as they occur.
- Review suggested list of resources to be released with Logistics Section prior to their release.

Unit Management:

- Determine Branch/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Branch/Unit.
 - Provide incident/disaster situation summary.
 - Provide Law Enforcement Branch staff with information updates via Branch briefings, as required.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Branch/Unit staff on work schedule, position roles & responsibilities, priorities, and ensure staff has appropriate access to all electronic files and forms.

- Ensure Branch/Unit schedule matches EOC planning and operational cycle.
- Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Branch personnel.
- Assign duties to Branch/Unit personnel.
- Maintain after-hours contact information for Branch staff (phone numbers, hotel, etc.).
- Review work and evaluate performance.
- Resolve problems early; involve Operations Section Chief, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists and their portion of the EOC manual.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Obtain a situation briefing from Operations Section Chief, Planning Section Chief or other EOC management staff as appropriate.
- ☐ Meet with Operations Section Chief to identify immediate Police Branch needs.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Determine the need for Law Enforcement and Coroner's Mutual Aid.
- ☐ Contact and assist Law Enforcement and Coroner's Mutual Aid Coordinators, as necessary.

- Ensure that the Law Enforcement Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Determine necessary tasks for the Police Branch and assign staff, request additional staff as necessary with approval of the Operations Section Chief or approved process.
- Consider assigning a Deputy Law Enforcement Branch Director.
- Based on the situation, activate and direct appropriate Units within the Law Enforcement Branch. Designate Unit Leaders, as necessary. Examples:
 - Police Operations Unit
 - Coroners Unit
 - Security Unit
 - Search and Rescue Unit
 - Evacuations Unit
 - Traffic Control Unit
 - Intelligence Unit
 - Investigation Unit
 - Others, as necessary
- Set up your workstation and review your position responsibilities.
- Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- Assist Unit Leaders in developing objectives for the Police Branch/Operations Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.

- ☐ Determine if there are mutual aid requests for Police Branch functional areas. Initiate coordination with appropriate mutual aid systems, as required.
- ☐ Coordinate with the Logistics Section Facilities Unit for lodging of Law Enforcement Mutual Aid resources, as necessary.
- ☐ Request additional personnel for the Police Branch as necessary for 24-hour operation.
- ☐ Ensure that there is adequate communications equipment and radio frequencies available, as necessary for the Branch and dependent upon the needs of the activation.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Police Branch.
- ☐ Establish phone or radio communications with the Incident Commander(s) and coordinate accordingly.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Law Enforcement Branch.
- ☐ Identify key issues currently affecting the Police Branch; meet with Branch personnel and determine appropriate Branch objectives for the first Operational Period.
- ☐ Review responsibilities of Units in the Police Branch; develop an Operations Plan detailing strategies for carrying out Police Branch objectives.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214), Police Branch log, and ensure other necessary files are maintained.
- ☐ Ensure that all Branch personnel are maintaining their individual position logs (ICS form 214) and other paperwork, as required.
- ☐ Attend and participate in Operations Section meetings.

- ☐ If requested, attend other planning, Management and General Staff meetings.
- ☐ Keep the Operations Section Chief informed of all significant issues relating to the Law Enforcement Branch.
- ☐ Ensure critical Law Enforcement resources are allocated according to EOC Action Plan policy, priorities, and direction.
- ☐ Ensure that situation and resources information is provided to the Operations Section Chief and Planning Section on a regular basis or as the situation requires, including Status Reports.
- ☐ Provide the Operations Section Chief with the Police Branch objectives prior to each Action Planning meeting.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Ensure Branch objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- ☐ Ensure daily coordination of resources with the Law Enforcement Mutual Aid Coordinator.
- ☐ Ensure that the Law Enforcement Branch Units coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Unit Leaders is made available to the Operations Section Chief and Planning Section, or other assigned/appropriate intelligence function, 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 Operations Section Chief on all Law Enforcement missions and other major incidents.

- ☐ On a regular basis, complete and maintain a Police Status Report.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section via the Operations Section Chief. (Consider using an ICS 209 form for summarizing Law Enforcement Branch activity during the Operational Period.)
- ☐ Conduct periodic briefings to Branch Staff and work to reach consensus among staff on objectives for forthcoming operational periods.
- ☐ Share status information with other Branches and Sections, as appropriate.
- ☐ Continuously monitor the appropriate level of staffing within the Law Enforcement Branch for effectiveness of the organization and modify as required.
- ☐ Maintain status of all Law Enforcement resources (Assigned, Available, or Out of Service.)
- ☐ Identify resources that could be demobilized early and advise the Operations Section Chief.
- ☐ Ensure ICS 204 forms for the Branch are completed for the EOC Action Plan in coordination with the Planning Section.

ICS (NIMS) forms common to EOC Activations:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ **204 – Assignment List (coordinate with Planning Section to complete)**
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan

- ☐ **209 – Incident Status Summary (Branch activity for Operational Period)**
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ **220 – Air Operations Summary Worksheet (Law air resources only)**
- ☐ 221 – Demobilization Check-Out
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Provide relief with a briefing at shift change, informing them of all ongoing activities, Branch/Unit objectives for the next operational period, and any other pertinent information.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Identify high-cost resources that could be demobilized early and advise the Operations Section Chief.
- ☐ Ensure coordination with the Operations Section Chief and other Sections before commencing demobilization.
- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Fire Branch Director

City of Turlock Battalion Chief or Designee

Management or General Staff: General Staff

Reports To: Operations Section Chief

Supervises: Fire Branch / Units within the Operations Section

General Description of Role:

The Fire Branch in the Emergency Operations Center (EOC) Operations Section is responsible for linking the EOC to fire agencies, Fire Mutual Aid System, and, as appropriate to the Incident Command (IC) on incidents under the management of fire agencies. The Fire Branch Director reports to the EOC Operations Section Chief. The Branch will obtain situation reports, requests for resource support (in coordination with the mutual aid system) and be the primary link from the EOC to fire operations.

General Responsibilities:

- Ensure that the Fire Branch function is carried out.
- Attend and participate in EOC Action Planning meetings, as necessary.
- Coordinate fire, emergency medical, hazardous materials, technical rescue, search and rescue, swift water rescue, and arson investigation operations in the jurisdiction during an emergency.
- Coordinate with the Police Branch Director on search and rescue activities.
- Provide regular Branch Status Reports to the Operations Section Chief and Situation Unit.
- Establish the appropriate level of Unit organizations within the Fire Branch to effectively fulfill the EOC Action Plan objectives.
- Exercise overall responsibility for the coordination of Unit activities within the Fire Branch.

- Authorize resource requests and forward critical resource requests to the Operations Section Chief for approval.
- Continuously monitor the organizational effectiveness and modify, as necessary.
- Ensure all Fire Branch resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Ensure Fire Branch mobilization and transportation requirements, in support of response operations, are coordinated through the Logistics Section.
- Manage and supervise the Fire Branch.

Unit Management:

- Determine Branch/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Branch/Unit.
 - Provide incident/disaster situation summary.
 - Provide Fire Branch staff with information updates via Branch briefings, as required.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Branch/Unit staff on work schedule, position roles & responsibilities, priorities, and ensure staff has appropriate access to all electronic files and forms.
 - Ensure Branch/Unit schedule matches EOC planning and operational cycle.
 - Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Branch personnel.
- Assign duties to Branch/Unit personnel.
- Maintain after-hours contact information for Branch staff (phone numbers, hotel, etc.).
- Review work and evaluate performance.
- Resolve problems early; involve Operations Section Chief, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists and their portion of the EOC manual.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Obtain a situation briefing from Operations Section Chief, Planning Section Chief or other EOC management staff as appropriate.
- ☐ Meet with Operations Section Chief to identify immediate Fire Branch needs.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Determine the need for Fire Mutual Aid.
- ☐ Contact and assist Fire Mutual Aid Coordinators, as necessary.
- ☐ Ensure that the Fire Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Determine necessary tasks for the Fire Branch and assign staff, request additional staff as necessary with approval of the Operations Section Chief or approved process.
- ☐ Consider assigning a Deputy Fire Branch Director.

- Based on the situation, activate and direct appropriate Units within the Fire Branch. Designate Unit Leaders, as necessary. Examples:
 - Fire Suppression Unit
 - Technical Rescue Unit
 - Confined Space Rescue Unit
 - Hazardous Materials (HazMat) Unit
 - Urban Search and Rescue Unit
 - Swift Water Rescue Unit
 - Arson Investigation Unit
 - Emergency Medical Services Unit
- Set up your workstation and review your position responsibilities.
- Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- Assist Unit Leaders in developing objectives for the Fire Branch/Operations Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- Determine if there are mutual aid requests for Fire Branch functional areas. Initiate coordination with appropriate mutual aid systems, as required.
- Coordinate with the Logistics Section Facilities Unit for lodging of Fire Mutual Aid resources, as necessary.
- Request additional personnel for the Fire Branch as necessary for 24-hour operation.
- Ensure that there is adequate communications equipment and radio frequencies available, as necessary for the Branch and dependent upon the needs of the activation.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Fire Branch.

- ☐ Establish phone or radio communications with the Incident Commander(s) and coordinate accordingly.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Fire Branch.
- ☐ Identify key issues currently affecting the Fire Branch; meet with Branch personnel and determine appropriate Branch objectives for the first Operational Period.
- ☐ Review responsibilities of Units in the Fire Branch; develop an Operations Plan detailing strategies for carrying out Fire Branch objectives.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214), Fire Branch log, and ensure other necessary files are maintained.
- ☐ Ensure that all Branch personnel are maintaining their individual position logs (ICS form 214) and other paperwork, as required.
- ☐ Attend and participate in Operations Section meetings.
- ☐ If requested, attend other planning, Management and General Staff meetings.
- ☐ Keep the Operations Section Chief informed of all significant issues relating to the Fire Branch.
- ☐ Ensure critical Fire resources are allocated according to EOC Action Plan policy, priorities, and direction.
- ☐ Ensure that situation and resources information is provided to the Operations Section Chief and Planning Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- ☐ Meet regularly with Fire Branch staff and work to reach consensus on Fire objectives for forthcoming operational periods and that they are carried out effectively as per the EOC Action Plan.

- ☐ Provide the Operations Section Chief with Fire Branch objectives at least 60 minutes prior to each Action Planning meeting.
- ☐ Ensure that the Operations Section Chief is provided with status reports and major incident reports as they occur.
- ☐ Ensure daily coordination of resources with the Fire Mutual Aid Coordinator.
- ☐ Review suggested list of resources to be released with the Logistics Section prior to their release.
- ☐ Provide the Operations Section Chief with the Fire Branch objectives prior to each Action Planning meeting.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Ensure Branch objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- ☐ Ensure that the Fire Branch Units coordinate all resource needs through the Logistics Section.
- ☐ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at search locations, as needed.
- ☐ Coordinate with the Medical Branch to provide on-site assistance to extricated victims requiring medical assistance.
- ☐ Coordinate with the Facilities Operations/Public Works Branch to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Facilities Operations/Public Works Branch to provide on-site assistance with HazMat operations at the request of team leaders.
- ☐ Coordinate with the Medical Branch to determine medical facilities where victims of HazMat incidents can be transported following decontamination.

- ☐ Ensure that intelligence information from Unit Leaders is made available to the Operations Section Chief and Planning Section, or other assigned/appropriate intelligence function, 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 Operations Section Chief on all Fire and other major incidents.
- ☐ On a regular basis, complete and maintain a Fire Status Report. Use the California Office of Emergency Services electronic reporting system, or other appropriate form, as available.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section via the Operations Section Chief. (Consider using an ICS 209 form for summarizing Fire Branch activity during the Operational Period.)
- ☐ Conduct periodic briefings to Branch Staff and work to reach consensus among staff on objectives for forthcoming operational periods.
- ☐ Share status information with other Branches and Sections, as appropriate.
- ☐ Continuously monitor the appropriate level of staffing within the Fire Branch for effectiveness of the organization and modify as required.
- ☐ Maintain status of all fire resources. (Assigned, Available, or Out of Service.)
- ☐ Identify resources that could be demobilized early and advise the Operations Section Chief.
- ☐ Ensure ICS 204 forms for the Branch are completed for the EOC Action Plan in coordination with the Planning Section.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ **204 – Assignment List (coordinate with Planning Section to complete)**
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers, etc.)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ **209 – Incident Status Summary (Branch activity for Operational Period)**
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ **220 – Air Operations Summary Worksheet (Fire air resources only)**
- ☐ 221 – Demobilization Check-Out
- ☐ *223 – Tentative Release List
- ☐ 225 – Incident Personnel Performance Rating

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.

- Provide relief with a briefing at shift change, informing them of all ongoing activities, Branch/Unit objectives for the next operational period, and any other pertinent information.
- Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before leaving for the day.
- Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- Identify high-cost resources that could be demobilized early and advise the Operations Section Chief.
- Ensure coordination with the Operations Section Chief and other Sections before commencing demobilization.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- When approved for demobilization, deactivate your assigned position and close out logs and documents.
- Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- Clean up your work area before you leave.
- Leave a forwarding telephone number where you can be reached.
- Dismantle and store any displays.
- If requested, complete any necessary performance evaluations for staff (ICS Form 225)

- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Medical Branch Director

Emergency Medical Services Designee

Management or General Staff: General Staff

Reports To: Operations Section Chief

Supervises: Groups and/or Units within the Medical Branch Operations Section

General Description of Role:

The Medical Branch Director at the EOC is responsible for coordination of medical and health facilities and resources needed to serve people affected by the emergency. The Branch will also provide 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 and health resources available within the University, or by obtaining such services as required through agreements with other local agencies; community-based organizations and/or established mutual aid programs.

General Responsibilities:

- Ensure that the Medical and Health function is carried out.
- Ensure that emergency medical services adequate to the needs of the emergency are in place and functioning properly.
- Ensure coordination of hospitals, health units, continuing care, mental health, and environmental health within the jurisdiction.
- As needed, attend, and participate in EOC Action Planning and Operations Section meetings.
- Provide regular Medical Branch Status Reports to the Operations Section Chief and Situation Unit.

- Establish the appropriate level of Group and/or Unit organizations within the Medical Branch to effectively fulfill the Operations Section/EOC Action Plan objectives.
- Exercise overall responsibility for the coordination of Group/Unit activities within the Medical Branch.
- Continuously monitor Medical Branch organizational effectiveness and modify, as necessary.
- Ensure all Medical Branch resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Ensure Medical Branch transportation requirements, in support of response operations, are met.
- Meet regularly with Medical Branch staff and work to reach consensus on Operations Section objectives for forthcoming operational periods and that they are carried out effectively as per the EOC Action Plan.
- Provide the Operations Section Chief with Medical Branch objectives at least 60 minutes prior to each Action Planning meeting.
- Ensure that the Planning Section is provided with status reports and major incident reports as they occur.
- Review and recommend to the Operations Section Chief suggested list of resources to be released with the Logistics Section prior to their release.
- Manage and supervise the Medical Branch.

Unit Management:

- Determine Branch/Group/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Branch/Group/Unit.
 - Provide incident/disaster situation summary.
 - Provide Medical Branch staff with information updates via Branch briefings, as required.
 - Brief and keep subordinates informed on incident status and work priorities.

- Brief Branch/Group/Unit staff on work schedule, position roles & responsibilities, priorities, and ensure staff has appropriate access to all electronic files and forms.
- Ensure Branch/Group/Unit schedule matches EOC planning and operational cycle.
- Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Branch personnel.
- Assign duties to Branch/Group/Unit personnel.
- Maintain after-hours contact information for Branch staff (phone numbers, hotel, etc.).
- Review work and evaluate performance.
- Resolve problems early; involve Operations Section Chief as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Obtain a situation briefing from Operations Section Chief, or other EOC management staff as appropriate.
- ☐ Meet with the Operations Section Chief and/or Management Team to identify immediate Medical Branch needs.

- Ensure that the Medical Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Determine necessary tasks for the Medical Branch and assign staff, request additional staff as necessary with approval of the Operations Section Chief or approved process.
- Consider assigning a Deputy Medical Branch Director.
- Based on the situation, activate and direct appropriate Groups or Units within the Branch. Designate Group Supervisors or Unit Leaders, as necessary. Examples:
 - Environmental Management Group Supervisor/Unit Leader
 - Emergency Medical Services Group Supervisor/Unit Leader
 - Healthcare Facilities Group Supervisor/Unit Leader
 - Public Health Group Supervisor/Unit Leader
 - Mental Health Group Supervisor/Unit Leader
 - Medical/Health DOC Director (if DOC activated)
- Set up your workstation and review your position responsibilities.
- Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- Assist Medical Group Supervisors or Unit Leaders in developing objectives for the Branch as well as plans to accomplish their objectives within the first operational period, or in accordance with Operations Section Chief instructions and/or the EOC Action Plan.
- Request additional personnel for the Medical Branch as necessary for 24-hour operation.

- ☐ Ensure that there is adequate communications equipment and radio frequencies available, as necessary for the Medical Branch and dependent upon the needs of the activation.
- ☐ Coordinate with the Operations Section Chief and Liaison Officer regarding the need for Agency Representatives in the Medical Branch.
- ☐ Coordinate with the Operations Section Chief and Planning Section Chief to determine the need for any Technical Specialists.
- ☐ Establish phone or radio communications with medical providers and/or with the Incident Commander(s) and coordinate accordingly.
- ☐ Determine activation status of other EOC's in the Operational Area or adjacent areas and establish communication links with their Medical Branch(s), if necessary.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Medical Branch.
- ☐ Identify key issues currently affecting the Medical Branch; meet with Branch personnel and determine appropriate Branch objectives for the first Operational Period.
- ☐ Review responsibilities of Groups/Units in the Medical Branch; develop a Branch Plan detailing strategies for carrying out Operations Section and/or EOC Action Plan objectives.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214), Medical Branch log, and ensure other necessary files are maintained.

- ☐ Ensure that all Medical Branch personnel are maintaining their individual position logs (ICS form 214) and other paperwork, as required.
- ☐ Attend and participate in Operations Section and EOC Action Planning meetings, if requested.
- ☐ If requested, attend other planning, Management and General Staff meetings.
- ☐ Keep the Operations Section Chief informed of all significant issues relating to the Medical Branch.
- ☐ Ensure critical resources are allocated according to Operations Section and EOC Action Plan policy, priorities, and direction.
- ☐ Ensure coordination of hospitals, health units, continuing care/skilled nursing facilities, mental health, and environmental health within the area.
- ☐ Depending upon the activation, determine available hospital and/or skilled nursing facility available bed space.
- ☐ Determine the availability/scope of ambulance resources and medical transport needs.
- ☐ Coordinate with the Logistics Section, Transportation Unit, to acquire suitable non-ambulance transportation such as buses for injured victims, as required or requested.
- ☐ Coordinate provision of public health measures including epidemic control and immunization programs, in consultation and coordination with Public Health Officials.
- ☐ Coordinate and support health services for the functional and access need population.
- ☐ Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding areas, as appropriate for the activation.
- ☐ Assist with the coordination of the transportation of injured victims and health care personnel to appropriate medical facilities, as required.

- ☐ Assist with the coordination of pharmaceuticals, as required.
- ☐ Assist with the coordination of other health care resources, as required.
- ☐ Liaise with Health Branches or functions in other EOC's, if activated.
- ☐ 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, such as information sent to the Regional Disaster Medical Health Specialist (RDMH).
- ☐ Provide the Operations Section Chief with the Medical Branch objectives at least one hour prior to each Action Planning meeting.
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Ensure Medical Branch objectives, as approved by the Operations Section Chief and stated in the EOC Action Plan, are accomplished within the operational period or within the estimated time frame.
- ☐ Ensure that the Medical Branch coordinates all resource needs through the Logistics Section, including support for disaster medical operations in the field.
- ☐ Consider the need for critical incident stress debriefings for victims and Medical Health Branch personnel.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the Operations Section Chief on all Medical related major incidents.
- ☐ On a regular basis, complete and maintain a Medical Branch Report. Use California Office of Emergency Services electronic reporting system, or other appropriate form, as available. (Consider using an ICS form 209.)

- ☐ Conduct periodic briefings to Medical Branch staff and work to reach consensus among staff on objectives for forthcoming operational periods.
- ☐ Maintain status of all Medical Branch resources. (Assigned, Available, or Out of Service.) Share status information with other Sections, as appropriate.
- ☐ Coordinate with the Psychological Counseling Liaison on counseling and referral.
- ☐ Continuously monitor the appropriate level of staffing within the Medical Branch for effectiveness of the organization and modify as required.
- ☐ Identify resources that could be demobilized early and advise the Operations Section Chief.
- ☐ Ensure ICS 204 forms for the Branch are completed for the EOC Action Plan in coordination with the Planning Section.

ICS (NIMS) forms common to EOC Activations:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ **204 – Assignment List (coordinate with OSC/PSC to complete)**
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ **209 – Incident Status Summary (Branch activity for Operational Period)**
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message

- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet
- ☐ 221 – Demobilization Check-Out
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Provide relief with a briefing at shift change, informing them of all ongoing activities, Branch/Group/Unit objectives for the next operational period, and any other pertinent information.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Identify high-cost resources that could be demobilized early and advise the Operations Section Chief.
- ☐ Ensure coordination with other Sections before commencing demobilization.

- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning excess supplies.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Facilities Operations/Public Works

Facilities Maintenance Manager

Management or General Staff: General Staff

Reports To: Operations Section Chief

Supervises: Public Works Branch / Units within the Operations Section

General Description of Role:

The Facilities Operations/Public Works Branch in the Emergency Operations Center (EOC) Operations Section is responsible for linking the EOC to Public Works agencies, Facilities Corporation Yards and, as appropriate to the University, with Incident Command (IC) on incidents under the management of Public Works agencies. The Public Works Branch in the EOC coordinates all infrastructure related activities during an emergency. Typically, it may include coordination of Utility Services (public and private), Public Works, Engineering, and Damage and Safety inspections and assessments.

The Facilities Operations/Public Works Branch Director reports to the EOC Operations Section Chief. The Branch will obtain situation reports, requests for resource support and be the primary link from the EOC to Facilities Operations/Public Works operations.

General Responsibilities:

- Ensure that the Public Works Branch function is carried out.
- Attend and participate in EOC Action Planning meetings, as necessary.
- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility

service providers in the restoration of disrupted services.

- Survey all University facilities, assessing the damage to such facilities, and coordinating repair of damage to public facilities.
- Survey all other infrastructure systems, such as streets, roads, and bridges within the University.
- Assist law enforcement with road closures, including providing electronic sign messaging, regular road closure/detour signage, and other equipment such as barricades and traffic cones.
- Provide front end loaders, dump trucks, and other facilities operations/public works related equipment, as necessary for debris removal/clean-up operations for the emergency and/or recovery.
- Assist other Sections, Branches, and Units as needed.
- Provide regular Branch Status Reports to the Operations Section Chief and Situation Unit.
- Establish the appropriate level of Unit organizations within the Facilities Operations/Public Works Branch to effectively fulfill the EOC Action Plan objectives.
- Exercise overall responsibility for the coordination of Unit activities within the Public Works Branch.
- Authorize resource requests and forward critical resource requests to the Operations Section Chief for approval.
- Continuously monitor the organizational effectiveness and modify, as necessary.
- Ensure all Facilities Operations/Public Works Branch resources are tracked, as well as resources ordered through Mutual Aid.
- Ensure Facilities Operations/Public Works Branch mobilization and transportation requirements, in support of response operations, are coordinated through the Logistics Section.
- Manage and supervise the Public Works Branch.

Unit Management:

- Determine Branch/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Branch/Unit.
 - Provide incident/disaster situation summary.
 - Provide Facilities Operations/Public Works Branch staff with information updates via Branch briefings, as required.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Branch/Unit staff on work schedule, position roles & responsibilities, priorities, and ensure staff has appropriate access to all electronic files and forms.
 - Ensure Branch/Unit schedule matches EOC planning and operational cycle.
 - Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Branch personnel.
- Assign duties to Branch/Unit personnel.
- Maintain after-hours contact information for Branch staff (phone numbers, hotel, etc.).
- Review work and evaluate performance.
- Resolve problems early; involve Operations Section Chief, as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Obtain a situation briefing from Operations Section Chief, Planning Section Chief or other EOC management staff as appropriate.
- ☐ Meet with Operations Section Chief to identify immediate Facilities Operations/Public Works Branch needs.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Determine the need for Public Works Mutual Aid.
- ☐ Ensure that the Facilities Operations/Public Works Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Determine necessary tasks for the Facilities Operations/Public Works Branch and assign staff, request additional staff as necessary with approval of the Operations Section Chief or approved process.
- ☐ Consider assigning a Deputy Public Works Branch Director.
- ☐ Based on the situation, activate and direct appropriate Units within the Facilities Operations/Public Works Branch. Designate Unit Leaders, as necessary. Examples:
 - Utilities Unit
 - Damage/Safety Assessment Unit
 - Public Works Unit
 - Roads and Bridges Unit
 - Debris Removal Unit
- ☐ Set up your workstation and review your position responsibilities.

- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- ☐ Assist Unit Leaders in developing objectives for the Public Works.
Branch/Operations Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- ☐ Determine if there are mutual aid requests for Facilities Operations/Public Works Branch functional areas. Initiate coordination with appropriate mutual aid systems, as required.
- ☐ Coordinate with the Logistics Section Facilities Unit for lodging of Public Works Mutual Aid resources, as necessary.
- ☐ Request additional personnel for the Public Works Branch as necessary for 24-hour operation.
- ☐ Ensure that there is adequate communications equipment and radio frequencies available, as necessary for the Branch and dependent upon the needs of the activation.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Facilities Operations/Public Works Branch.
- ☐ Establish phone or radio communications with Public Works Department and/or with the Incident Commander(s) and coordinate accordingly.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Facilities Operations/Public Works Branch.
- ☐ Identify key issues currently affecting the Facilities Operations/Public Works Branch; meet with Branch

personnel and determine appropriate Branch objectives for the first Operational Period.

- ☐ Review responsibilities of Units in the Facilities Operations/Public Works Branch; develop an Operations Plan detailing strategies for carrying out Public Works Branch objectives.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214), Facilities Operations/Public Works Branch log, and ensure other necessary files are maintained.
- ☐ Ensure that all Branch personnel are maintaining their individual position logs (ICS form 214) and other paperwork, as required.
- ☐ Attend and participate in Operations Section meetings.
- ☐ If requested, attend other planning, Management and General Staff meetings.
- ☐ Keep the Operations Section Chief informed of all significant issues relating to the Facilities Operations/Public Works Branch.
- ☐ Ensure critical Public Works resources are allocated according to EOC Action Plan policy, priorities, and direction.
- ☐ Ensure that situation and resources information is provided to the Operations Section Chief and Planning Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
- ☐ Meet regularly with Facilities Operations/Public Works Branch staff and work to reach consensus on Public Works objectives for forthcoming operational periods and that they are carried out effectively as per the EOC Action Plan.

- ❑ Provide the Operations Section Chief with Facilities Operations/Public Works Branch objectives at least 60 minutes prior to each Action Planning meeting.
- ❑ Ensure that the Operations Section Chief is provided with status reports and major incident reports as they occur.
- ❑ Ensure that all media contacts are referred to the Public Information Officer.
- ❑ Ensure Branch objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- ❑ Ensure that the Facilities Operations/Public Works Branch Units coordinate all resource needs through the Logistics Section.
- ❑ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ❑ Determine and document the status of transportation routes into and within affected areas.
- ❑ Coordinate debris removal services, as required.
- ❑ Coordinate with the Police and Fire Branches to provide on-site assistance with rescue operations, such as providing heavy equipment, at the request of team leaders.
- ❑ Coordinate with the Police and Fire Branches to provide on-site assistance with HazMat operations at the request of team leaders.
- ❑ As requested, assist with flood-fighting operations, such as providing sand and sandbags.
- ❑ Determine the status of water and sewer systems within the affected areas.
- ❑ Coordinate with the Medical Branch on health and safety issues, such as water and sewer contamination.
- ❑ Ensure that intelligence information from Unit Leaders is made available to the Operations Section Chief and Planning Section, or other assigned/appropriate intelligence function, 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 Operations Section Chief on all Public Works and other major incidents.
- On a regular basis, complete and maintain a Public Works Status Report.
- Complete a Public Works Major Incident Report for all major incidents, including status of utilities and preliminary damage estimates for all infrastructure systems; forward a copy to the Planning Section via the Operations Section Chief. (Consider using an ICS 209 form for summarizing Public Works Branch activity during the Operational Period.)
- Conduct periodic briefings to Branch Staff and work to reach consensus among staff on objectives for forthcoming operational periods.
- Share status information with other Branches and Sections, as appropriate.
- Continuously monitor the appropriate level of staffing within the Public Works Branch for effectiveness of the organization and modify as required.
- Maintain status of all Public Works resources. (Assigned, Available, or Out of Service.)
- Identify resources that could be demobilized early and advise the Operations Section Chief.
- Review suggested list of resources to be released with the Logistics Section prior to their release.
- Ensure ICS 204 forms for the Branch are completed for the EOC Action Plan in coordination with the Planning Section.

ICS (NIMS) forms common to EOC Activations:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ **204 – Assignment List (coordinate with Planning Section to complete)**
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ **209 – Incident Status Summary (Branch activity for Operational Period)**
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet
- ☐ 221 – Demobilization Check-Out
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Provide relief with a briefing at shift change, informing them of all ongoing activities, Branch/Unit objectives

for the next operational period, and any other pertinent information.

- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Identify high-cost resources that could be demobilized early and advise the Operations Section Chief.
- ☐ Ensure coordination with the Operations Section Chief and other Sections before commencing demobilization.
- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)

- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- Be prepared to provide input during a “Hot Wash” and/or in an After -Action Report.

Planning Section Chief

Int. Dir. Donor & Special Event

Management or General Staff: General Staff

Reports To: EOC Director

Supervises: Units within Planning Section, i.e., Situation Unit, Documentation

General Description of Role:

The Planning Section Chief is responsible for collecting, displaying, evaluating, and disseminating information used to develop EOC Action Plans (EOCAP) and Situation Reports (SITREPS). The source of this information may be from individuals assigned to field incidents or Incident Command Posts (ICPs) being coordinated and supported by the EOC. While this information may not represent the tactical level, detail included in individual field level IAPs (Incident Action Plan), it should encompass strategic concepts and objectives sufficient to build a situational overview of all incidents and enabling the EOC to provide effective coordination of limited resources and support based on a system of incident triage.

General Responsibilities:

- Ensure internal coordination between Planning Section Units.
- Determine reporting schedules for all EOC elements for use in preparing the EOC Action Plan (EOCAP).
- Conduct and moderate the planning meeting. (See guide for conduction action planning meetings in binder.)
- Preparation of the EOCAP, obtain approval by EOC Director.
- Assemble information on alternative strategies.
- Initiate and supervise advanced planning activities, as needed.

- Identify needs for specialized resources.
- Compile and display event status summary information (SITSTAT).
- Advise Management and General Staff of any significant change of situation status.
- Plan for recovery operations, when appropriate
- Plan for demobilization, when appropriate
- Ensure that the Documentation Unit maintains material for use in the After Action / Corrective Action Report process

Unit Management:

- Determine Section/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Section/Unit.
 - Provide incident/disaster situation summary.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Section/Unit staff on work schedule, position roles & responsibilities, Section/Unit priorities, and ensure staff has appropriate access to all electronic files and forms.
 - Ensure Section/Unit schedule matches EOC planning and operational cycle.
 - Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Section personnel.
- Assign duties to Section/Unit personnel.
- Maintain after-hours contact information for Section staff (hotel, phone numbers, etc.)

- Review work and evaluate performance.
- Resolve problems early; involve EOC Coordinator as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Activate the EOC Check-In process to receive and equip staff members.
- ☐ Check In at the EOC
- ☐ Obtain briefing from the EOC Director.
- ☐ Determine necessary tasks for the operation of the Planning Section and assign staff, requesting additional staff through Logistics if necessary.
- ☐ Consider assigning a Deputy Planning Section Chief
- ☐ Activate and direct Planning Section Units
- ☐ Conduct initial strategy meeting.
- ☐ Assist EOC Director in determining EOC operational periods and work schedules.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Determine schedule for querying field incident representatives or ICPs to obtain individual incident status and information to be used in developing the EOCAP. (Ideally this would involve a face-to-face briefing between incident representatives and EOC staff, or provision of a current IAP from each incident to the EOC Planning Section)
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.

Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum)

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Ensure that all Section personnel are maintaining their individual position logs (ICS form 214) and other paperwork, as required.
- ☐ Coordinate section briefing establishing objectives for the day.
- ☐ Keep the EOC Director informed of all significant issues relating to the Planning Section.
- ☐ Attend and facilitate the Planning Meeting and Operational Period Briefing.
- ☐ Oversee development and completion of the EOC Action Plan.
- ☐ Ensure status updates are being communicated through the EOC.
- ☐ Ensure resource requests are being tracked through the Logistics Section.
- ☐ Ensure that communication has been established between sections for situation status information and resource requests.
- ☐ Ensure documentation for the incident is collected, tracked, and filed.
- ☐ Discuss demobilization with EOC Director and ensure the section chiefs have the information needed for the demobilization plan.
- ☐ Work with Advanced Planning to identify issues and concerns for the next 72 hours to a week.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ **EOC Action Plan Cover**
- ☐ **201 – Incident Briefing**
- ☐ **202 – Incident Objectives**
- ☐ **203 – Organizational Assignment List**
- ☐ **204 – Assignment List**
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ **207 – Incident Organization Chart**
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ **215 – Operational Planning Worksheet**
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ **218 – Support Vehicle / Equipment Inventory (with Logistics Section)**
- ☐ **219 – Resource Cards – T-Cards**
- ☐ 220 – Air Operations Summary Worksheet
- ☐ **221 – Demobilization Check-Out**
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Work with Unit Leaders to determine the demobilization process and schedule for your Section.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.

- Completing Demobilization paperwork (ICS Form 221) as indicated in the Demobilization Plan.
- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.
- Determine schedule for After-Action Report Briefing and Report Development.

Situation Status Unit Leader

Special Events Administrative Support Asst.

Management or General Staff: General Staff

Reports To: Planning Section Chief

General Description of Role:

The Situation Unit Leader oversees the collection, organization, dissemination, and analysis of situation information related to the emergency and ensures that information collected from all sources is validated prior to posting on status boards. The Situation Status Unit Leader is responsible for the development and dissemination of situation reports to EOC staff and to other entities as required.

General Responsibilities:

- Oversee the collection, organization, verification, analysis, and dissemination of incident information.
- Ensure that all maps, status boards, and other displays and electronic records contain current, accurate, and validated information.
- Coordinate drafting and disseminating Situation Reports.
- Participates in EOC Action Plan development.
- Participates in Planning Section Meetings.
- Determine the data set(s) that needs to be monitored (i.e., weather and river flow information for flood incident).

Task Checklist:

Immediate Actions:

- ☐ Check-In at EOC
- ☐ Report to and obtain briefing from Planning Section Chief
- ☐ Ensure incident is entered into EOC. Gather data for incident entry.

- ☐ Put together a bullet list of verified data for EOC Director approval and use by Public Information Officers / Joint Information Center. Provide the Public Information Officer with verified information.
- ☐ Prepare Situation Analysis Unit Objectives for the initial Action Planning meeting
- ☐ Establish chronological incident summary with time stamp.
- ☐ Create initial displays for the organization charts and resource status (ICS Forms 201, 203 and 207)

Daily Actions:

- ☐ Establish and maintain a position log (ICS 214) and other necessary files.
- ☐ Oversee the collection and analysis of all emergency related information.
- ☐ Ensure the EOC is updated with incident information, as necessary.
- ☐ Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ☐ Ensure that the Operations 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.
- ☐ Create bullet list of confirmed data for EOC Director approval that may be shared with the public via the Public Information Officer / Joint Information Center.
- ☐ Prepare a situation summary for the EOC Action Planning meeting.
- ☐ Maintain all maps, status boards and other displays.
- ☐ Brief replacement, if necessary.

ICS (NIMS) forms responsible to complete:
(Bolded items indicate ICS forms that apply to this position)

<input type="checkbox"/>	EOC Action Plan Cover Page
<input type="checkbox"/>	201 – Incident Briefing
<input type="checkbox"/>	202 – Incident Objectives
<input type="checkbox"/>	203 – Organizational Assignment List
<input type="checkbox"/>	204 – Assignment List
<input type="checkbox"/>	205 – Incident Radio Communications Plan
<input type="checkbox"/>	206 – Medical Plan
<input type="checkbox"/>	207 – Incident Organization Chart
<input type="checkbox"/>	208 – Safety Message / Plan
<input type="checkbox"/>	209 – Incident Status Summary
<input type="checkbox"/>	210 – Resource Status Change
<input type="checkbox"/>	211 – Incident Check-In List
<input type="checkbox"/>	213 – General Message Form
<input type="checkbox"/>	213RR – Resource Request Form
<input type="checkbox"/>	214 – Activity Log
<input type="checkbox"/>	215 – Operational Planning Worksheet
<input type="checkbox"/>	215A – Incident Action Plan Safety Analysis
<input type="checkbox"/>	* 215M – Incident Resource Projection Matrix
<input type="checkbox"/>	* 216 – Radio Requirements Worksheet
<input type="checkbox"/>	218 – Support Vehicle / Equipment Inventory
<input type="checkbox"/>	219 – Resource Cards – T-Cards
<input type="checkbox"/>	220 – Air Operations Summary Worksheet
<input type="checkbox"/>	221 – Demobilization Check-Out
<input type="checkbox"/>	*223 – Tentative Release List
<input type="checkbox"/>	225 – Incident Personnel Performance Rating

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Op Period/Transfer Position to a New Person:

- ☐ Brief replacement staff, as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Ensure final incident information is entered into the EOC SharePoint.
- ☐ Complete final situation status report for the incident.
- ☐ Ensure all incident data is accessible and available for After-Action Reports.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221) as directed by the Demobilization Unit.
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Documentation Unit Leader

VPBF Confidential Office Support

Management or General Staff: General Staff

Section Assigned: Planning

Reports To: Planning Section Chief

General Description of Role:

The Documentation Unit Leader is responsible for maintaining accurate, complete, up-to-date incident files. They ensure each section maintains and provides appropriate documents for post-incident documentation purposes. They will provide duplication services to support incident operations and compile, reproduce, and distribute the EOC Action Plan (EOCAP).

General Responsibilities:

- Establish and organize incident files (paper and electronic)
- Establish copying services and respond to requests.
- Participate in Planning Section meetings
- Check accuracy and completeness of records.
- Prepare incident documentation when requested.
- Create, maintain, retain, and store post-incident files.
- Document all action on Unit Log (ICS Form 214)
- Develop the documentation workflow.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC
- ☐ Report to and obtain briefing from Planning Section Chief
- ☐ Follow generic EOC activation phase checklist.

- ☐ Determine appropriate staffing.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum)
- ☐ Create initial filing system for both paper and electronic files.
- ☐ Create main incident or event electronic folder on the shared computer drive with the name of the incident/event and subfolders for all Command and General Staff positions
- ☐ Establish a central location (in-basket) for sections to drop off documentation for retention.
- ☐ Establish duplication services for all sections.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ If requested, attend planning, Management and General Staff meetings.
- ☐ Organize incident information.
 - Paper Files
- ☐ Label and set up incident file folders in EOC.
- ☐ Review documentation as it is submitted for accuracy/completeness.
- ☐ Verify that the work date and time periods entered on the ICS 214 are consistent with the ICS 211.
 - Electronic Files
- ☐ Create folder on the shared drive for all documentation.
- ☐ Prominently display on white board the location for saving electronic documents on the shared drive

- ☐ Copy, distribute and file incident documentation.
- ☐ Assist with preparation of the EOC Action Plan, copy, distribute and file (may include e-mailing EOCAP)

ICS (NIMS) forms responsible to complete:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ EOC Action Plan Cover Page
- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Form
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ * 215M – Incident Resource Projection Matrix
- ☐ * 216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet
- ☐ 221 – Demobilization Check-Out
- ☐ * 223 – Tentative Release List
- ☐ 225 – Incident Personnel Performance Rating

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.
- ☐ Remove all documentation from the central location in EOC
- ☐ Replenish all ICS forms in EOC

Demobilization:

- ☐ When approved for demobilization from your Section Chief, determine the process and schedule for your Unit.
- ☐ Pack and store post-incident files for analysis, recovery, legal, and historical purposes.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)

- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221) as directed by the Demobilization Unit.
- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Logistics Section Chief

Sr. Director of Operations & Construction

Management or General Staff: General Staff

Reports To: EOC Director

Supervises: Units within Logistics Section, i.e., Facilities Maintenance, Transportation, Supplies Unit

General Description of Role:

The Logistics Section Chief is responsible for providing support resources and service to the EOC and sites as requested or required. These functions include telecommunications, radio needs, locating or acquiring equipment, supplies, personnel, facilities, transportation as well as arranging for food, lodging, and other support services as required both for the EOC and other functional site requirements.

General Responsibilities:

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Attend and participate in EOC Action Planning meetings.
- Provide periodic Section Status Reports to the EOC Director and Situation Unit.
- Ensure the Supply Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.
- Ensure transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Meet regularly with Section staff and work to reach consensus on Logistics Section objectives for forthcoming operational periods.

- Provide Section Staff with information updates via Section briefings, as required.
- Provide relief with a briefing at shift change, informing them of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- Anticipate situations and problems that may need to be addressed during the present, next and future operational periods and initiate planning or take mitigation actions.

Unit Management:

- Determine Section/Branch/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Section/Unit.
 - Provide incident/disaster situation summary.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Section/Unit staff on work schedule, position roles and responsibilities, Section/Unit priorities, and ensure staff has appropriate access to all electronic files and forms.
 - Ensure Section/Unit schedule matches EOC planning and operational cycle.
 - Provide staff with assignments and any immediate actions to accomplish.
- Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Section personnel.
- Assign duties to Section/Unit personnel.
- Maintain after-hours contact information for Section staff (phone numbers, hotel, etc.).
- Review work and evaluate performance.

- Resolve problems early; involve EOC Director as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Obtain a situation briefing from EOC Director, Planning Section Chief or other EOC management staff as appropriate.
- ☐ Meet with EOC Director and Management Team to identify immediate resource needs.
- ☐ Meet with Finance/Administration Section Chief (or EOC Director if Finance Section is not activated) and determine level of purchasing authority for the Logistics Section.
- ☐ Determine necessary tasks for the operation of the Logistics Section and assign staff, request additional staff as necessary with approval of EOC Director or approved process.
- ☐ Consider assigning a Deputy Logistics Section Chief.
- ☐ Activate and direct Logistics Section Branches or Units as needed.
- ☐ Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
- ☐ Follow generic EOC activation phase checklist in Logistics Section binder.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.

- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214).
- ☐ Assist Branch Directors or Unit Leaders in developing objectives for the Logistics Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- ☐ Provide Planning Section Chief with Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ If requested, attend planning, Management and General Staff meetings.
- ☐ Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.
- ☐ Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- ☐ Ensure critical resources are allocated according to EOC Action Plan policy, priorities, and direction.
- ☐ Ensure Section objectives as stated in the EOC Action Plan are accomplished with the operational period or within the estimated time frame.
- ☐ Continuously monitor the appropriate level of staffing within the Logistics Section for effectiveness of the organization and modify as required.
- ☐ Identify resources that could be demobilized early and advise other Section Chiefs.
- ☐ Provide Section Staff with information updates via Section briefings, as required.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ **205 – Incident Radio Communications Plan**
- ☐ 205A – Other Communications List (phone numbers)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ **210 – Resource Status Change (coordinated with Resource Unit)**
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ **218 – Support Vehicle / Equipment Inventory (coordinated with Resource Unit)**
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet
- ☐ **221 – Demobilization Check-Out**
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Identify high-cost resources that could be demobilized early and advise other Section Chiefs.
- ☐ Ensure coordination with Operations Section before commencing demobilization.
- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.

- Returning supplies that are excess.
- Completing Demobilization paperwork (ICS Form 221).
- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Facilities Maintenance (Public Works) Branch Director

Facilities Services Designee

Management or General Staff: General Staff

Section Assigned: Logistics Section

Reports To: Logistics Section Chief

General Description of Role:

The Facilities Maintenance Branch Director is primarily responsible for the layout, activation of, and maintenance of fixed incident facilities, e.g., Emergency Operations Centers (EOC), and other support facilities as identified to support incidents or events.

General Responsibilities:

- Ensures the EOC facility is maintained in a clean and sanitary condition.
- Ensures the EOC facility infrastructure (power, water, HVAC system, restrooms, etc.) operate satisfactorily and coordinates any necessary repairs and/or service.
- Assists the EOC Coordinator and Information Technology personnel with any facility related issues.
- Prepares layout of any incident facilities as directed by EOC Coordinator or Logistics Section Chief.
- Participate in Logistics Section planning activities.
- Oversee maintenance specialist working on facilities.
- Determine requirements for each facility identified to be activated.
- Notify Unit leaders of facility layout.
- Ensure that all facilities are maintained in a safe condition.
- Disassemble temporary facilities when no longer required.

- Restore facilities and areas to pre-incident/event condition.
- Provide or obtain security services.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Receive EOC Action Plan and review.
- ☐ Determine appropriate staffing.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- ☐ If requested, attend planning, Management and General Staff meetings.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Attend Planning, Management and General Staff meetings.
- ☐ Ensure facility is cleaned and sanitized as needed.
- ☐ Coordinate with Logistics Section Chief or EOC Coordinator the time and method of feeding to best fit each facility or situation.
- ☐ Assist Logistics Section Chief or EOC Coordinator with necessary facilities to establish food service (to include cold storage/handling).

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
 - ☐ 202 – Incident Objectives
 - ☐ 203 – Organizational Assignment List
 - ☐ 204 – Assignment List
 - ☐ 205 – Incident Radio Communications Plan
 - ☐ 205A – Other Communications List (phone numbers)
 - ☐ 206 – Medical Plan
 - ☐ 207 – Incident Organization Chart
 - ☐ 208 – Safety Message / Plan
 - ☐ 209 – Incident Status Summary
 - ☐ 210 – Resource Status Change
 - ☐ 211 – Incident Check-In List
 - ☐ 213 – General Message Form
 - ☐ 213RR – Resource Request Message
 - ☐ **214 – Activity Log**
 - ☐ 215 – Operational Planning Worksheet
 - ☐ 215A – Incident Action Plan Safety Analysis
 - ☐ *215M – Incident Resource Projection Matrix
 - ☐ *216 – Radio Requirements Worksheet
 - ☐ 218 – Support Vehicle / Equipment Inventory
 - ☐ 219 – Resource Cards – T-Cards
 - ☐ 220 – Air Operations Summary Worksheet
 - ☐ 221 – Demobilization Check-Out
 - ☐ *223 – Tentative Release List
 - ☐ 225 – Incident Personnel Performance Rating
- Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.

- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ *Restore facilities and areas to pre-incident/event condition.*
- ☐ Disassemble temporary facilities when no longer required.
- ☐ Dismantle and store any displays.
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).

- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Supplies/Property Control Branch Director

Support Services Manager

Management or General Staff: General Staff

Section Assigned: Logistics

Reports To: Logistics Section Chief

General Description of Role:

The Supplies/Property Control Branch Director is responsible for providing support resources and service to the EOC and sites as requested or required. These functions include locating or acquiring equipment, supplies, personnel, facilities, transportation, and other support services as required both for the EOC and other functional site requirements.

General Responsibilities:

- Ensure that facilities are provided for the response effort, including providing phones, staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure that the Operations Section is informed of the status of critical resource requests.
- Ensure supplies and equipment are ordered, received, tracked, and then returned to ready state after incident.
- Determine if requested types and quantities of supplies, materials and equipment are available in inventory or from the area.
- Determine spending limits with the Finance/Administration Section.
- Determine if an item can be provided without cost from another agency or jurisdiction.

- Oversee the acquisition and allocation of supplies, materials and equipment not normally provided through mutual aid or normal agency channels.
- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Property Control branch.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Meet with Logistics Section Chief to identify immediate resource needs.
- ☐ Meet with Finance/Administration Section Chief and determine the level of purchasing authority for the Logistics Section.
- ☐ Begin tracking for EOC inventory and supplies.
- ☐ Acquire and review all 231RR forms relative to the Supply/Property Control branch to determine status or requests.
- ☐ Maintain inventory of supplies and equipment available in the EOC.
- ☐ Work with staff to determine supply needs.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.

- ☐ If requested, attend planning, Management and General Staff meetings.
- ☐ Coordinate closely with the Operations Section Chief to establish priorities for resource allocation, such as equipment, and resolve problems associated with resource requests.
- ☐ Keep the Logistics Section Chief informed of all significant issues relating to the Supplies/Property Control branch.
- ☐ Ensure critical resources are allocated according to EOC Action Plan policy, priorities, and direction.
- ☐ Service reusable supplies/equipment as needed prior to restocking.
- ☐ Submit reports, such as disposable goods used/requested, to the Logistics Section Chief.
- ☐ Determine unit costs of supplies and materials from suppliers and vendors and if they will accept purchase orders or credit cards 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 specific resources or services, refer to 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 branch.
- ☐ Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet personally with the Procurement Unit to clarify types and amount of supplies and materials, and verify that the request has not been previously filled through another source.

- ☐ Attend and participate in EOC Action Planning meetings.
- ☐ Ensure the Supply/Property Control Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.
- ☐ Ensure Section objectives as stated in the EOC Action Plan are accomplished with the operational period or within the estimated time frame.
- ☐ Identify resources that could be demobilized early and advise other Section Chiefs.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 201 – Incident Briefing |
| <input type="checkbox"/> | 202 – Incident Objectives |
| <input type="checkbox"/> | 203 – Organizational Assignment List |
| <input type="checkbox"/> | 204 – Assignment List |
| <input type="checkbox"/> | 205 – Incident Radio Communications Plan |
| <input type="checkbox"/> | 205A – Other Communications List (phone numbers) |
| <input type="checkbox"/> | 206 – Medical Plan |
| <input type="checkbox"/> | 207 – Incident Organization Chart |
| <input type="checkbox"/> | 208 – Safety Message / Plan |
| <input type="checkbox"/> | 209 – Incident Status Summary |
| <input type="checkbox"/> | 210 – Resource Status Change |
| <input type="checkbox"/> | 211 – Incident Check-In List |
| <input type="checkbox"/> | 213 – General Message Form |
| <input type="checkbox"/> | 213RR – Resource Request Message |
| <input type="checkbox"/> | 214 – Activity Log |
| <input type="checkbox"/> | 215 – Operational Planning Worksheet |
| <input type="checkbox"/> | 215A – Incident Action Plan Safety Analysis |
| <input type="checkbox"/> | *215M – Incident Resource Projection Matrix |
| <input type="checkbox"/> | *216 – Radio Requirements Worksheet |

- ☐ **218 – Support Vehicle / Equipment Inventory**
- ☐ **219 – Resource Cards – T-Cards**
- ☐ **220 – Air Operations Summary Worksheet**
- ☐ **221 – Demobilization Check-Out**
- ☐ ***223 – Tentative Release List**
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Identify high-cost resources that could be demobilized early and advise other Section Chiefs.
- ☐ Ensure coordination with Operations Section before commencing demobilization.
- ☐ Ensure “all” requests have been filled or canceled as appropriate to the request type.
- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Coordinate return of all supplies that are approved as no longer needed.

- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Close out all 213RR requests that are no longer required; contact suppliers and providers of supplies and services to cancel any orders.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Movement/ Transportation Branch Director

AVP Capital Planning & Facilities Management

Management or General Staff: General

Section Assigned: Logistics Section

Reports To: Support Branch Director

General Description of Role:

The Movement/Transportation Director will develop a transportation plan to support the EOC Action Plan. Determine safe routes, destinations, the number of people needing transportation assistance and the available means of transportation to accomplish the needed movements. Determine available University transportation resources for the movement of personnel, supplies and material.

General Responsibilities:

- Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the area.
- Routinely coordinate with the Facilities Operations/Public Works Branch Director to determine progress of route recovery operations.
- Coordinate transportation activities and needs with Supply/Property Control and Liaison Officers.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Determine appropriate staffing.
- ☐ Set up your workstation and review your position responsibilities.

- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and movement of resources and materials.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed. Include access and functional needs considerations and partners including NGO's who may have vehicles.
- ☐ Coordinate with the Situation Unit to determine the status of transportation routes in and around the area.
- ☐ Coordinate with the Facilities Operations/Public Works Branch Director to determine progress of route recovery operations.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.
- ☐ Work with the Finance Section to develop contracts with transportation vendors, as needed.
- ☐ Establish and maintain a position log and other necessary files.
- ☐ If requested, attend planning, Management and General Staff meetings.
- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.

ICS (NIMS) forms common to EOC Activations:

*(**Bolded** items indicate ICS forms this position is responsible to complete)*

- ☐ 201 – Incident Briefing
 - ☐ 202 – Incident Objectives
 - ☐ 203 – Organizational Assignment List
 - ☐ 204 – Assignment List
 - ☐ 205 – Incident Radio Communications Plan
 - ☐ 205A – Other Communications List (phone numbers)
 - ☐ 206 – Medical Plan
 - ☐ 207 – Incident Organization Chart
 - ☐ 208 – Safety Message / Plan
 - ☐ 209 – Incident Status Summary
 - ☐ 210 – Resource Status Change
 - ☐ 211 – Incident Check-In List
 - ☐ 213 – General Message Form
 - ☐ 213RR – Resource Request Message
 - ☐ **214 – Activity Log**
 - ☐ 215 – Operational Planning Worksheet
 - ☐ 215A – Incident Action Plan Safety Analysis
 - ☐ *215M – Incident Resource Projection Matrix
 - ☐ *216 – Radio Requirements Worksheet
 - ☐ **218 – Support Vehicle / Equipment Inventory**
 - ☐ 219 – Resource Cards – T-Cards
 - ☐ 220 – Air Operations Summary Worksheet
 - ☐ 221 – Demobilization Check-Out
 - ☐ *223 – Tentative Release List
 - ☐ 225 – Incident Personnel Performance Rating
- Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.

- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ Coordinate return of all transportation resources no longer required.
- ☐ Determine demobilization status of the Transportation Unit and advise the Logistics Section Chief and Supplies/Property Control branch.
- ☐ Ensure that all expenditures and financial claims have been coordinated through the Finance / Administration Section.
- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)

- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221).
- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Finance/Administration Section Chief

AVP for Financial Services or Designee

Management or General Staff: General Staff

Reports To: EOC Director

Supervises: Units within Finance Section, i.e., Procurement/Contracts Unit and Human Resources/Faculty Affairs Unit

General Description of Role:

The Finance Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section. Initially, this work may be done in the EOC, but in later stages of the emergency, this function may be accomplished at other locations.

General Responsibilities:

- Ensure all financial records are maintained throughout the event or disaster.
- Activate Units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
- Provide financial and cost analysis information as requested.
- Ensure that all recovery documentation and appropriate financial assistance paperwork is accurately maintained and submitted.
- Ensure that all on-duty time is recorded and collected for all personnel.
- Ensure there is a continuum of the payroll process for all employees responding to the event or disaster.
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.

- In consultation with the EOC Director determine spending limits, if any for Logistics, Operations, and Management Staff.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

Unit Management:

- Determine Section/Unit staffing. Order/release staff, as necessary.
- Assemble and brief Section/Unit.
 - Provide incident/disaster situation summary.
 - Brief and keep subordinates informed on incident status and work priorities.
 - Brief Section/Unit staff on work schedule, position roles & responsibilities, Section/Unit priorities, and ensure staff has appropriate access to all electronic files and forms.
 - Ensure Section/Unit schedule matches EOC planning and operational cycle.
 - Provide staff with assignments and any immediate actions to accomplish.
 - Ensure staff makes appropriate entries into logs and on ICS 214 forms.

Supervisory Roles:

- Ensure general welfare and safety of all Section personnel.
- Assign duties to Section/Unit personnel.
- Maintain after-hours contact information for Section staff (hotel, phone numbers, etc.)
- Review work and evaluate performance.
- Resolve problems early; involve EOC Coordinator or EOC Director as appropriate.
- Ensure staff have reviewed the appropriate desk/position checklists and their portion of the EOC manual.

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Obtain briefing from the EOC Director.
- ☐ Determine necessary tasks for the operation of the Finance Section and assign staff, requesting additional staff through Logistics if necessary.
- ☐ Consider assigning a Deputy Finance Section Chief.
- ☐ Activate and direct Finance/Administration Section Units as needed.
- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- ☐ Conduct Section meeting/briefing for staff. Ensure that responsibilities and procedures are clearly understood.
- ☐ In conjunction with Unit Leaders, determine the initial Finance/Administration Action Planning objectives for the first operational period.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Consult with EOC Director regarding spending limits.
- ☐ Meet with Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.
- ☐ Anticipate situations and problems that may need to be addressed during the present, next, and future operational periods and initiate planning or take mitigation actions.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Notify the EOC Director when the Finance/Administration Section is operational.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).

Daily Actions:

- ☐ Ensure that Finance/Administration position logs and other necessary files are maintained.
- ☐ Ensure sufficient staffing to meet needs of section. Also identify if their staff need to be released and communicate this information to the EOC Director and Logistics Section Chief.
- ☐ Ensure that displays associated with the Finance/Administration Section are current, and that information is posted in a legible and concise manner.
- ☐ Participate in all Action Planning meetings.
- ☐ Provide cost estimates to the Action Planning process.
- ☐ Brief All Unit Leaders and ensure they are aware of the EOC priorities, particularly those affecting the Finance/Administration Section as defined in the Action Plan.
- ☐ Keep the EOC Director and Command Staff aware of the current fiscal situation and other related matters on an ongoing basis.
- ☐ Ensure that the Procurement/Contracts Unit maintains all financial records throughout the event or disaster.
- ☐ Ensure that the Human Resources/Faculty Affairs Unit tracks and records all agency staff time.
- ☐ In coordination with the Logistics and Operations Section, ensure that the Purchasing/Contracts Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Human Resources/Faculty Affairs Unit Processes all workers' compensation claims resulting from the disaster in a reasonable timeframe, given the nature of the situation.
- ☐ Ensure that the Finance/Administration Section processes all timesheets and travel expense claims promptly.

- ☐ Ensure that the Finance/Administration Section provides administrative support to the other EOC Sections as required.
- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.

ICS (NIMS) forms responsible to complete:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives
- ☐ 203 – Organizational Assignment List
- ☐ 204 – Assignment List
- ☐ 205 – Incident Radio Communications Plan
- ☐ 205A – Other Communications List (phone numbers, etc.)
- ☐ 206 – Medical Plan
- ☐ 207 – Incident Organization Chart
- ☐ 208 – Safety Message / Plan
- ☐ 209 – Incident Status Summary
- ☐ 210 – Resource Status Change
- ☐ 211 – Incident Check-In List
- ☐ 213 – General Message Form
- ☐ 213RR – Resource Request Message
- ☐ **214 – Activity Log**
- ☐ 215 – Operational Planning Worksheet
- ☐ 215A – Incident Action Plan Safety Analysis
- ☐ *215M – Incident Resource Projection Matrix
- ☐ *216 – Radio Requirements Worksheet
- ☐ 218 – Support Vehicle / Equipment Inventory
- ☐ 219 – Resource Cards – T-Cards
- ☐ 220 – Air Operations Summary Worksheet
- ☐ 221 – Demobilization Check-Out
- ☐ *223 – Tentative Release List
- ☐ **225 – Incident Personnel Performance Rating**

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ When approved for demobilization, deactivate your assigned position and close out logs and documents.
- ☐ Work with Unit Leaders to determine the demobilization process and schedule for your Section.
- ☐ Ensure that all documentation is ready for transition to the Recovery component, if applicable.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)

- Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel.

Final check out also includes:

- Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221) as indicated in the Demobilization Plan.
- Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Procurement/Contracts Unit Leader

Director Procurement and Contracts

Management or General Staff: General

Section Assigned: Finance

Reports To: Finance Section Chief

General Description of Role:

The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

General Responsibilities:

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with the Logistics Section and Operations Section on all matters involving the purchase, contract, rental, and leases.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Report to and obtain briefing from Finance/Administration Section Chief.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- ☐ Review emergency procurement procedures.
- ☐ Create an initial tracking system for both paper and electronic data.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- ☐ Ensure that all EOC/Incident personnel have been briefed on the process for tracking costs associated with the incident and have the appropriate forms/documents necessary. Not all personnel for the incident will be working at the EOC. Some may be working through their departments and in the field.
- ☐ Ensure that all contracts identify the scope of work and specific site locations.
- ☐ Negotiate rental and lease rates not already established, or purchase price with vendors as required.
- ☐ Identify and report vendors as necessary regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
- ☐ Finalize all agreements and contracts, as required.
- ☐ Verify costs data in the pre-established vendor contracts and/or agreements.
- ☐ In coordination with the Logistics and Operations Sections, ensure that the Procurement/Contracts Unit processes are established and followed.
- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Procurement Unit.

ICS (NIMS) forms responsible to complete:

(Bolded items indicate ICS forms this position is responsible to complete)

- ☐ 201 – Incident Briefing
- ☐ 202 – Incident Objectives

<input type="checkbox"/>	203 – Organizational Assignment List
<input type="checkbox"/>	204 – Assignment List
<input type="checkbox"/>	205 – Incident Radio Communications Plan
<input type="checkbox"/>	205A – Other Communications List (phone numbers)
<input type="checkbox"/>	206 – Medical Plan
<input type="checkbox"/>	207 – Incident Organization Chart
<input type="checkbox"/>	208 – Safety Message / Plan
<input type="checkbox"/>	209 – Incident Status Summary
<input type="checkbox"/>	210 – Resource Status Change
<input type="checkbox"/>	211 – Incident Check-In List
<input type="checkbox"/>	213 – General Message Form
<input type="checkbox"/>	213RR – Resource Request Message
<input type="checkbox"/>	214 – Activity Log
<input type="checkbox"/>	215 – Operational Planning Worksheet
<input type="checkbox"/>	215A – Incident Action Plan Safety Analysis
<input type="checkbox"/>	*215M – Incident Resource Projection Matrix
<input type="checkbox"/>	*216 – Radio Requirements Worksheet
<input type="checkbox"/>	218 – Support Vehicle / Equipment Inventory
<input type="checkbox"/>	219 – Resource Cards – T-Cards
<input type="checkbox"/>	220 – Air Operations Summary Worksheet
<input type="checkbox"/>	221 – Demobilization Check-Out
<input type="checkbox"/>	*223 – Tentative Release List

Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ In coordination with the Documentation Unit pack and store post-incident files/data for analysis, recovery, legal, and historical purposes.

- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel.
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221) as directed by the Demobilization Unit.
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.

Human Resources

HR Confidential Administrative Support Asst.

Management or General Staff: General

Section Assigned: Finance/Administration

Reports To: Finance/Administration Section Chief

General Description of Role:

The Human Resources Unit Leader is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury related claims, personnel time recording during the event or disaster. This includes collecting time sheets, preparing payroll, processing claims, and coordinating payments.

General Responsibilities:

- Oversee the investigation of injuries and property / equipment damage claims arising out of the emergency.
- Coordinate incident personnel and volunteer's injury claims with appropriate entities (e.g., Agency's worker's compensation provider or state Disaster Service Worker Program)
- Maintain a file of injuries and illnesses associated with the event or disaster including results of investigations.
- Liaise and consult with the Safety Officer on all injury claims.
- Manage claims for property/equipment damage.
- Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster.
- Ensure that hired and contracted personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.
- Oversee the recording of time for all equipment assigned to an incident.

Task Checklist:

Immediate Actions:

- ☐ Check In at the EOC.
- ☐ Report to and obtain briefing from Finance/Administration Section Chief.
- ☐ Follow generic EOC activation phase checklist.
- ☐ Determine appropriate staffing.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.
- ☐ Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).
- ☐ Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- ☐ Establish contact with Safety Officer.
- ☐ Create an initial tracking system for both paper and electronic data.

Daily Actions:

- ☐ Establish and maintain a position log (ICS form 214) and other necessary files.
- ☐ Initiate, gather, or update time reports from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared according to policy.
- ☐ Obtain completed personnel Check-in Lists from the Planning Section. Must include all EOC Personnel as well as personnel assigned to the Site (Field) level.
- ☐ 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 for the purpose of maintaining 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 Human Resources.
- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- ☐ Ensure all injury and damage claims are reported and investigated as soon as possible.
- ☐ Log Incidents: prepare paperwork and coordinate workers' compensation claims with the employing agency.
- ☐ Direct injured employees to designated medical providers if more than first aid is required.

ICS (NIMS) forms responsible to complete:

(*Bolded items indicate ICS forms this position is responsible to complete*)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 201 – Incident Briefing |
| <input type="checkbox"/> | 202 – Incident Objectives |
| <input type="checkbox"/> | 203 – Organizational Assignment List |
| <input type="checkbox"/> | 204 – Assignment List |
| <input type="checkbox"/> | 205 – Incident Radio Communications Plan |
| <input type="checkbox"/> | 205A – Other Communications List (phone numbers) |
| <input type="checkbox"/> | 206 – Medical Plan |
| <input type="checkbox"/> | 207 – Incident Organization Chart |
| <input type="checkbox"/> | 208 – Safety Message / Plan |
| <input type="checkbox"/> | 209 – Incident Status Summary |
| <input type="checkbox"/> | 210 – Resource Status Change |
| <input type="checkbox"/> | 211 – Incident Check-In List |

- ☐ 213 – General Message Form
 - ☐ 213RR – Resource Request Message
 - ☐ **214 – Activity Log**
 - ☐ 215 – Operational Planning Worksheet
 - ☐ 215A – Incident Action Plan Safety Analysis
 - ☐ *215M – Incident Resource Projection Matrix
 - ☐ *216 – Radio Requirements Worksheet
 - ☐ 218 – Support Vehicle / Equipment Inventory
 - ☐ 219 – Resource Cards – T-Cards
 - ☐ 220 – Air Operations Summary Worksheet
 - ☐ 221 – Demobilization Check-Out
 - ☐ *223 – Tentative Release List
 - ☐ 225 – Incident Personnel Performance Rating
- Forms are taken directly from NIMS ICS Forms Booklet – FEMA 502-2

At Conclusion of the Operational Period/Transfer position to a new person:

- ☐ Brief replacement/turnover staff as required.
- ☐ Complete Unit logs (ICS Form 214) and provide to the Documentation Unit daily.
- ☐ Clean up your work area before leaving for the day.
- ☐ Follow daily EOC check out procedures, including signing out with the front lobby personnel.

Demobilization:

- ☐ When approved for demobilization from your Section Chief, determine the process and schedule for your Unit.
- ☐ In coordination with the Documentation Unit, pack and store post-incident files/data for analysis, recovery, legal, and historical purposes.
- ☐ Complete all required forms, reports, and other documentation. Check for accuracy and completeness of records submitted. Electronic forms or documents should be saved on the computer shared drive under

the incident name and date. All manual forms and documents should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure.

- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding telephone number where you can be reached.
- ☐ Dismantle and store any displays.
- ☐ If requested, complete any necessary performance evaluations for staff (ICS Form 225)
- ☐ Follow EOC demobilization plan final check out procedures, including signing out with the front lobby personnel. Final check out also includes:
 - Checking back in any issued equipment.
 - Returning supplies that are excess.
 - Completing Demobilization paperwork (ICS Form 221) as directed by the Demobilization Unit.
- ☐ Be prepared to provide input during a “Hot Wash” and/or in an After-Action Report.